

SCHOOL CERTIFICATES & PLACEMENT *WmQ*

IBM

This is to certify that

Hugh M. Quigley Jr.

HAS COMPLETED A COURSE IN:

EDPM Programming

WHICH COVERED THE TYPES OF IBM MACHINES INDICATED
ON THE REVERSE SIDE OF THIS CERTIFICATE.

Dayton, Ohio
IBM OFFICE

Martha Holder
INSTRUCTOR'S SIGNATURE

INTERNATIONAL BUSINESS MACHINES CORPORATION

THE FOLLOWING TYPES OF IBM MACHINES WERE COVERED IN THE
COURSE INDICATED ON THE REVERSE SIDE OF THIS CERTIFICATE.

Electronic Data Processing
Machines, Type 702
and 705

3/14/55

DATE CLASS STARTED

4/8/55

DATE CLASS ENDED

120

TOTAL CLASS HOURS

120

HOURS ATTENDED

Satisfactory

FINAL GRADE

THE AMERICAN NATIONAL RED CROSS



THIS CERTIFIES THAT

Hugh Quigley

HAS COMPLETED THE **STANDARD** COURSE OF
INSTRUCTION IN FIRST AID TO THE INJURED AT

The Penna. State University

State College, Pa.

Alfred W. Currell

Nov. 1953

NATIONAL DIRECTOR, SAFETY SERVICES

(This certificate expires 3 years from date and is renewable only through enrollment in and completion of another first aid course.)

CHAPTER
REPRESENTATIVE

David Russell

INSTRUCTOR

Wm R. Oles (DC. 13)

HOLDER'S SIGNATURE

ADDRESS



Individual Staff Member

GUIDING PRINCIPLES

A competent staff is an indispensable element of a good school. Such a staff is not merely a collection of individually competent persons; it is a cooperating group whose members have common purposes and are motivated by common ideals. Diversity of preparation and of viewpoint is desirable for a well-rounded staff; its members should have the ability to work together willingly, harmoniously, and efficiently for the welfare of the students, the school, and the community.

As the individual staff member considers a program of self-improvement, attention should be given to preparation in content areas, the ability to impart knowledge, and an understanding of the social and emotional needs of young people.

Name HUGH QUIGLEYSchool GOV. MIFFLIN SENIOR HIGH SCHOOLPosition TEACHER

(If part time, indicate fraction of full time given to this school)

Subject(s) taught COMPUTER SCIENCEDate 10/29/88

INSTRUCTIONS

This section is to be filled out by each member of the professional staff. The material requested serves two purposes. First, it helps each staff member to make a careful examination of his/her present status as a professional person. Second, it provides a summary of information useful in viewing the staff of a given department or of the school as a whole. For some items, approximations are acceptable—for example, a staff member need not review records to determine whether it is 31 or 32 semester hours of credit earned in a specific area. If it is uncertain what information is wanted, the steering committee should be asked for guidance. Here, as in other sections of the *Evaluative Criteria*, the staff member is encouraged to modify any item to make it more acceptable or understandable and to provide any additional information deemed helpful.

EVALUATIVE CRITERIA
Fifth Edition

NATIONAL STUDY OF SCHOOL EVALUATION, 5201 Leesburg Pike, Falls Church, Virginia 22041. ©1978 by National Study of School Education. All rights reserved. No part of this material may be reproduced in any form without written permission by the publisher.

Table A below for each class, assigned duty, or planning period s

Table A below for each class, assigned duty, or planning period s

GOING PRINCIPLES

I. TEACHER LOAD AND ASSIGNED DUTIES

Complete Table A below for each class, assigned duty, or planning period scheduled during the school day.

Table A

PERIOD OR MODULE	CLASS OR OTHER ASSIGNMENT	GRADE LEVEL(S)	STUDENT ENROLLMENT	PERIODS OR MODULES	
				Number Per Week	Length(s) in Minutes
1	BASIC I - PASCAL I	11-12	21	5	46
2	BASIC I - PASCAL I	11-12	19	5	46
3					
4	BASIC I - PASCAL I	11-12	22	5	46
5	BASIC I - PASCAL I	11-12	20	5	46
6	BASIC II - PASCAL II	12	20	5	46
7					
8	BASIC I - PASCAL I	11-12	21	5	46
9					
10					
11					
12					

Complete Table B below for each extra-curricular activity or other assignment scheduled before or after the school day.

Table B

[illegible]

Describe each professional activity, other than that shown in Table B, in which you participate in the school system.

Table C

NATURE OF ACTIVITY	MINUTES PER WEEK	MONTHS OF SCHOOL YEAR
DISTRICT COMPUTER COMMITTEE		
INSERVICE INSTRUCTOR IN COMPUTER USE BY TEACHERS		

If you are not a classroom teacher, state the title of your position in the space below, and describe briefly the duties of the position and the total time spent therein.

Position _____

Duties and Time Allocation:

II. PREPARATION AND EXPERIENCE

List information for each of the following categories, starting with the most recent.
If necessary, attach supplementary data sheets.

A. Secondary school from which graduated:

<i>School</i>	<i>Place</i>
<u>BELLEFONTE HIGH SCHOOL</u>	<u>BELLEFONTE, PA.</u>

Honors and awards received TOP MATH STUDENT (4-YR), 2nd and 3rd in ENGLISH.

B. College and university, including graduate study:

Name of Institution	Dates Attended	Degree	Major Subject	Minor Subject	Semester Hours		Professional Education
					Major	Minor	
<u>PENN. STATE UNIV.</u>	<u>1950-54</u>	<u>BA</u>	<u>MATH</u>	<u>ENGLISH</u>	<u>25</u>	<u>30</u>	<u>34</u>
<u>PENN. STATE UNIV.</u>	<u>1957-59</u>	<u>M.Ed.</u>	<u>Ed.</u>	<u>MATH</u>	<u>24</u>	<u>6</u>	<u>24 (major)</u>
<u>ALBRIGHT COLLEGE (NSF)</u>	<u>1960-63</u>	<u>—</u>	<u>MATH</u>	<u>—</u>	<u>12</u>	<u>—</u>	<u>—</u>
<u>KUTZTOWN STATE COLLEGE</u>	<u>1973-76</u>	<u>—</u>	<u>MATH</u>	<u>—</u>	<u>30</u>	<u>—</u>	<u>—</u>
<u>WYOMISSING HIGH SCHOOL (INSERVICE)</u>	<u>1979-80</u>	<u>—</u>	<u>BASIC</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>KUTZTOWN STATE COLLEGE</u>	<u>1982</u>	<u>—</u>	<u>PASCAL</u>	<u>—</u>	<u>6</u>	<u>—</u>	<u>—</u>
Total:					<u>73</u>	<u>36</u>	<u>58</u>

Honors and awards received _____

C. Professional Experience:

Name of Institution	City	State	No. of Years	Position or Nature of Work
<u>GOV. MIFFLIN SCHOOL DISTRICT</u>	<u>SHILLINGTON</u>	<u>PA</u>	<u>32</u>	<u>TEACHER OF MATHEMATICS AND</u>
				<u>COMPUTER SCIENCE IN GRADES 7-12</u>

D. Significant non-school experience, including military service (note: convert part-time experience to approximate full-time equivalent under "Number of Years"):

Organization	Location	No. of Years	Position
U.S. AIR FORCE	DAYTON, OHIO	2	2nd LT. - ADMINISTRATION
SINKING SPRING BOROUGH	SINKING SPRING, PA	2	JUSTICE OF THE PEACE
SINKING SPRING BOROUGH	SINKING SPRING, PA	1	COUNCILMAN

E. Additional in-service study, professional travel, institutes, workshops, conventions, not listed above in which you have participated during the past three years.

Name or Nature of Activity	Date	Place	Brief Description

F. Current Certificate(s)

Date 4/60, 11/82 Type or name PROFESSIONAL Agency issuing COM. OF PA.

Administrative position approved _____ Subjects endorsed ENGLISH, SOCIAL STUDIES, MATHEMATICS,
SCHOOL PROGRAM SPECIALIST

Date _____ Type or name _____ Agency issuing _____

Administrative position approved _____ Subjects endorsed _____

III. PROFESSIONAL ACTIVITIES

In general, the information requested below is for the last three years; however, any professional related activity of special significance to you should be included regardless of when completed.

A. Membership in professional educational organizations

Indicate the name of national, state, and local organizations in which membership is held.

NEA, PSEA, GMEA

B. Professional participation

List published materials, elective offices held, appointments, special recognition received, and other activities of a professional nature.

TREASURER OF GMEA - 8 YRS

PRES. OF GMEA - 1 YR

BLDG. REP. - ? YR

VARIOUS COMMITTEES

C. Community participation

List community activities in which you participate.

D. School improvement

Describe briefly any involvement you have had in recent years in projects for the improvement of the educational program of this school or for your own instructional competence not listed above.

INITIATED AND DEVELOPED THE COMPUTER SCIENCE CURRICULUM (1980→)

DEVELOPED A 2nd-YEAR COURSE IN COMPUTER SCIENCE (1st-YEAR: 88-89)

E. Self evaluation

1. What part of your work gives you the greatest satisfaction?

HELPING INTERESTED STUDENTS TO LEARN

DEVELOPING PROGRAMS FOR MY USE AND FOR STUDENT ASSIGNMENTS

2. What do you think is your greatest contribution to this school?

YEARS OF TEACHING MATHEMATICS AND ITEM D ABOVE

3. In what areas are you seeking to improve your professional performance?

ALL AREAS (IT'S A NEVER-ENDING SEARCH FOR BETTER IDEAS)

IV. ANALYSIS OF TEACHING CONDITIONS

Although responses to this section are optional, staff members are encouraged to respond to all questions. If additional space is needed, attach supplementary sheets.

- A. As an individual staff member, what is your personal perception of this school, its role and effectiveness? Describe factors which you believe either foster or inhibit school improvement.

Generally, I believe this is a very good school, providing a variety of courses and meeting the needs of the community effectively. Sometimes I feel we are overly activity-oriented.

Also, many of the members of the Math. Dept. have schedules that are too heavy, thereby reducing effectiveness.

- B. Provide specific suggestions or means whereby problems identified above might be resolved.

One additional teacher should be hired for the Math. Dept. so that no one has more than five classes.

- C. What, in your opinion, would most enhance your personal, professional performance in this school?

My performance would be enhanced by having more time to help individual students. There is no time during the school day, and after school is occupied by activities and employment.

- D. What, in your opinion, would most enhance the educational program in this school?

The educational program would be enhanced by the administration placing somewhat more emphasis on the educational program and limiting the amount of distraction from it.

COURSE	NO.	TITLE	WHERE	WHEN	HOURS		GR.	COMMENTS
					U	G		
MATH	4	PLANE TRIGONOMETRY AND ALGEBRA	P.S. U.	FALL '50	4		3	
"	7	ANALYTIC GEOMETRY	"	SPRING '51	4		1	
"	10	DIFFERENTIAL CALCULUS	"	FALL '51	4		1	
"	11	INTEGRAL CALCULUS	"	SPRING '52	4		1	
"	340	ADVANCED ALGEBRA AND ELEMENTARY THEORY OF EQUATIONS	"	FALL '52	3		1	
"	403	MODERN METHODS IN GEOMETRY	"	FALL '52	3		0	
"	301	COLLEGE GEOMETRY	"	SPRING '53	3		2	
"	407	FOUNDATIONS OF ALGEBRA AND GEOMETRY	"	S.S. '57		3	B	
"	404	THEORY OF NUMBERS	"	S.S. '59		3	B	
"	505	INTRODUCTION TO MODERN ALGEBRA (NSF)	ALBRIGHT C.	FALL 60	2		A	TUES. 7-9 PM
"	506	PROBABILITY AND STATISTICS (NSF)	" "	SPRING 61	2		C	" "
"	507	CALCULUS (NSF)	" "	FALL 61	2		C	" "
"	508	CALCULUS (NSF)	" "	SPRING 62	2		C	" "
"	511	TOPICS IN ALGEBRA & GEOMETRY (SMSC) (NSF)	" "	FALL 62	2		-	" "
"	512	ELEMENTARY FUNCTIONS AND MATRIX ALGEBRA (SMSC) (NSF)	" "	SPRING 63	2		B	" "
"	513A	INSERVICE MATH (UNIFIED MATH, GRADES 7, 8, 9)	KUTZTOWN S.C.	SPRING 73		3	B	TUE 4-6 SAT 8-10:30
"	530	TOPOLOGY	" "	SUMMER 73		3	C	6 WKS 9:30-11:00
"	513B	INSERVICE MATH (UNIFIED MATH, GRADES 8, 9) (SEE ED. PAGE)	" "	SPRING 74		3	B	THURS 6:00-8:30 PM
ART	74	HISTORY AND APPRECIATION OF ART	P.S. U.	FALL '50	3		2	
BOT.	3	NATURE OF THE LIVING PLANT WORLD	"	SPRING '51	2		2	
PHY. SCI.	8	SURVEY OF CHEMISTRY AND GEOLOGY	"	SPRING '51	2		2	
ZOOL.	3	NATURE OF THE LIVING ANIMAL WORLD	"	SPRING '52	2		2	
PHY. SCI.	7	SURVEY OF ASTRONOMY AND PHYSICS	"	SPRING '53	2		2	
PH. ED.	1-4	PHYSICAL EDUCATION AND HEALTH	"	FALL '50-SP '52	4		3, 3, 3, 2,	
AROTC	1-4 35, 36 20, 4, 5	AIR FORCE RESERVE OFFICERS TRAINING CORPS	"	FALL '50-SP '54	20		1, 6, 1, 1, 3, 2, P, 2, 2,	

COURSE	NO.	TITLE	WHERE	WHEN	HOURS J G	GR	COMMENTS
Ed.	1	INTRODUCTION TO EDUCATION	P.S. U.	FALL '51	2	0	
Psy.	2	GENERAL PSYCHOLOGY	"	SPRING '52	3	1	
Ed.	51	SECONDARY EDUCATION I	"	FALL '52	4	1	
Ed.	52	SECONDARY EDUCATION II	"	SPRING '53	6	1	
Ed.	424	VISUAL AND OTHER SENSORY AIDS FOR TEACHERS	"	SPRING '53	2	2	
Ed.	189	PROFESSIONAL ORIENTATION OF THE TEACHER	"	FALL '53	6	3	
Ed.	70	EDUCATIONAL MEASUREMENTS	"	FALL '53	2	3	
Ed.	31	PRACTICUM IN STUDENT TEACHING	"	FALL '53	9	3	
Ed.	551A	THE SECONDARY SCHOOL CURRICULUM	"	I.S. '57	3	P	
Ed.	558	PROBLEMS IN MODERN SECONDARY EDUCATION	"	S.S. '57	3	P	
Ed.	515	COMPARATIVE EUROPEAN EDUCATION	"	S.S. '58	3	P	
Ed.	525	MODERN TENDENCIES IN EDUCATIONAL METHOD	"	S.S. '58	3	H	
Psy.	502	ADVANCED EDUCATIONAL PSYCHOLOGY	"	P.S. '58	3	P	
Ed.	454	EXTRACURRICULAR ACTIVITIES IN THE JR. + SR. HIGH SCH.	"	I.S. '59	3	A	
Ed.	551C	ORGANIZATION AND ADMINISTRATION OF SEC. EDUC.	"	S.S. '59	3	H	
Ed.	590	ADVANCED PHILOSOPHY OF EDUCATION	"	P.S. '59	3	P	
MATH	512	FOUNDATIONS OF MATH.	KUTZTOWN S.C.	SUMMER 74	3	B	6 WEEKS 11:00 AM - 12:30 PM
MATH	550	FOUNDATIONS OF GEOMETRY	" "	FALL 74	3	A	6-9 THURS
MATH	561	ALGEBRA I (THEORY OF GROUPS)	" "	SPRING 75	3	B	6-9 MONS.
MATH	540	THEORY OF PROBABILITY	" "	FALL 75	3	B	
MATH	516	FUNCTIONS OF A REAL VARIABLE I	" "	SPRING 76	3	B	
MATH	525	FUNCTIONS OF A COMPLEX VARIABLE I	" "	SUMMER 76	3	A	
MATH	415	LEARNING & TEACHING OF MATH	" "	SUMMER 76	3	A	
		WYOMISSING HIGH SCHOOL - COMPUTER PROGRAMMING	WYOMISSING H.S.	SCH. YR 79-80			
MATH	513	INSERVICE MATH - COMPUTER SCIENCE	KUTZTOWN S.C.	SUMMER 82	6	A	9-12 1-4 6/28 ^{M-R} -7/29

COURSE NO.	TITLE	WHERE	WHEN	HOURS		GR	COMMENTS
				V	G		
ENG. C. 1	COMPOSITION AND RHETORIC	P.S. U.	FALL '50	3		2	
ENG. C. 2	NARRATION AND DESCRIPTION	"	SPRING '51	3		2	
ENG. L. 6	AMERICAN LITERATURE SINCE 1900	"	SPRING '51	3		0	
SPEECH 200	PUBLIC SPEAKING	"	FALL '51	3		1	
ENG. C. 8	ENGLISH GRAMMAR	"	FALL '51	3		3	
ENG. L. 4	AMERICAN LITERATURE TO THE CIVIL WAR	"	SPRING '52	3		2	
DRAM. 111	TECHNICAL ASPECTS OF EDUCATIONAL DRAMATICS	"	SPRING '52	3		3	
JOURN. 13	NEWSPAPER REPORTING AND CORRESPONDENCE	"	FALL '52	3		1	
ENG. L. 60	SHAKESPEARE	"	SPRING '54	3		0	
DRAM. 61	THEATER APPRECIATION	"	SPRING '54	3		2	
HIST. 20	HISTORY OF UNITED STATES TO 1865	P.S. U.	FALL '50	3		1	
SOC. 1	INTRODUCTORY SOCIOLOGY	"	FALL '50	3		1	
HIST. 21	HISTORY OF UNITED STATES SINCE 1865	"	SPRING '51	3		0	
ECON. 14	PRINCIPLE OF ECONOMICS	"	FALL '52	3		1	
HIST. 19	MODERN EUROPE, 1815 TO PRESENT	"	SPRING '53	3		1	
HIST. 18	MODERN EUROPE, 1500 - 1815	"	SPRING '54	3		1	
POL. SC. 3	GOVERNMENT AND POLITICS IN MODERN SOCIETY	"	SPRING '54	3		1	

New Teacher Certification Regulations

This regulation shall supersede all previous and existing regulations and shall be effective July 1, 1969.

10-100 THE PROGRAM OF CERTIFICATION FOR PROFESSIONAL PERSONNEL IN THE COMMONWEALTH OF PENNSYLVANIA

All certificates and letters of eligibility in force in this Commonwealth on the effective date of these regulations shall continue in force and effect, subject to all the terms and conditions under which they were issued, until they expire by virtue of their own limitations.

State certificates shall be issued as herein provided, and no teacher shall perform professional duties in the schools of the Commonwealth in any area for which he has not been properly certificated.

10-110 Statutory Requirements—In accordance with the Public School Code of 1949 Sections 1109, 1202 and 1209 every professional employee certificated to serve in the schools of the Commonwealth shall (1) be of good moral character, (2) show a physician's certificate that applicant is neither mentally nor physically disqualified from successful performance of the duties of a teacher, (3) be at least 18 years of age, (4) be a citizen of the United States. (Citizenship may be waived in the case of a resident foreign national holding an immigrant visa who declares, in writing, to the Superintendent of Public Instruction, his intention of becoming a citizen of the United States.)

10-120 General Policies—The State Board of Education through the Superintendent of Public Instruction shall provide regulations for guidance of the preparing institutions in educating professional personnel for the schools of the Commonwealth.

The Superintendent of Public Instruction shall have the following responsibilities with respect to certification of professional personnel in the schools of the Commonwealth:

- To provide advisory services to college and school personnel in matters pertaining to teacher education and certification.
- To designate professional titles for personnel.
- To prescribe procedures for issuance of certificates.
- To evaluate and approve teacher education programs leading to the certification of professional personnel.
- To register certificated persons.
- To maintain records of all certificates.
- To assure that each professional person is properly certificated for the specific position in which he is employed.
- To review and investigate alleged violations of certification regulations.

The Superintendent of Public Instruction shall require that an applicant for a certificate shall have completed an approved program and shall be recommended by the preparing institution, or shall have met the requirements stated for out-of-state applicants. (See 10-400)

The Superintendent of Public Instruction shall have the right to review any approved programs at any time. Major evaluations shall be conducted at five (5) year intervals by teams of professional educators appointed by the Superintendent of Public Instruction.

The Superintendent of Public Instruction shall accept the request of an institution to withdraw from an approved program. The Superintendent of

Questions About Certification?

Members who have questions concerning their personal certification should write directly to the Bureau of Teacher Certification, Department of Public Instruction, Harrisburg. If you desire help from the PSEA in any certification matter, or if you have concerns about certification regulations or laws, write directly to the TEPS Commission, PSEA, 400 N. Third Street, Harrisburg 17101.

Public Instruction shall have the right to withdraw the approval of a program from an institution. In either case, the institution shall submit to the Superintendent of Public Instruction a list of those students enrolled in the program at the time of the withdrawal of approved status. Recommendations by the preparing institution for the certification of those students shall be considered. New students shall not be accepted in a program which has lost its approved status.

10-130 Program Approval—To be authorized to conduct programs that lead to certificates for professional positions, an institution shall:

- Be accredited by the Middle States Association of Secondary Schools and Colleges as a four-year degree-granting institution of higher learning.
- Be evaluated and approved as a teacher-preparing institution to offer specific programs leading to certification in accordance with procedures established by the Superintendent of Public Instruction.
- Report to the Superintendent of Public Instruction, for approval, all planned changes in previously approved programs. This report shall be made 90 days prior to the implementation of the planned changes.

10-140 Approval of Experimental Professional Education Programs—The Superintendent of Public Instruction may enter into a written agreement with a preparing institution wishing to conduct an experimental program. The institution shall meet the requirements described in 10-130. Certification will be given to graduates of such an experimental program upon recommendation by the institution, provided that:

- The institution has submitted a detailed explanation of the experimental program to the Superintendent of Public Instruction for approval.
- The institution has planned a thorough procedure conforming to accepted canons of educational research for evaluating results of the experimental program. These results shall be reported to the Superintendent of Public Instruction in accordance with a schedule approved at the time of the agreement.
- The institution has agreed to terminate the experimental program upon request by the Superintendent of Public Instruction when it is judged by a committee of professionals to be inadequate for preparation of professional personnel.

10-150 Development of New Certificates—A new certificate shall be developed in accordance with the following procedures:

- The Superintendent of Public Instruction may accept a petition documenting the need for a new certificate.
- The Superintendent of Public Instruction shall appoint a committee of professionals who shall conduct an investigation into the need for the new certificate.
- The Superintendent of Public Instruction shall review the findings of the committee of professionals and shall make a report to the State Board of Education for its consideration.
- The Superintendent of Public Instruction shall appoint a committee of professionals who shall develop guidelines for the new area of certification.

10-200 CERTIFICATES FOR GRADUATES OF PENNSYLVANIA INSTITUTIONS WITH APPROVED PROGRAMS

Four basic types of certificates shall be issued:

Instructional	10-220
Educational Specialist	10-230
Supervisory	10-250
Administrative	10-260

The Instructional and Educational Specialist Certificates shall be issued for three levels of qualifications:

Instructional I	10-221
Instructional II	10-222
Instructional III	10-223
Educational Specialist I	10-231
Educational Specialist II	10-232
Educational Specialist III	10-233

10-210 General Requirements—An applicant for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Superintendent of Public Instruction, and shall have the recommendation of the preparing institution.

Preparation in general education, professional education, and specialization studies shall be in accordance with standards established by the Superintendent of Public Instruction.

10-220 Instructional Certificate—The Superintendent of Public Instruction shall issue the Instructional Certificate to a person whose primary responsibility shall be direct contact with learners in teaching-learning situations. Certificates shall be issued for any instructional area for which program approval has been granted.

Instructional certificates shall be issued on three levels.

10-221 Instructional I (Provisional)—The Instructional I Certificate shall be issued for entry into a teaching position in the schools of the Commonwealth. The applicant shall have completed an approved program of studies, shall possess a baccalaureate degree, and shall have been recommended for certification by the preparing institution.

The certificate shall be valid for a period of three (3) years from date of issuance and may be renewed for an additional three (3) year period upon the completion of twelve (12) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Three (3) of the twelve (12) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or group of school districts, in cooperation with a preparing institution.

10-222 Instructional II (Permanent)—The Instructional II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory teaching on an Instructional I Certificate and who shall have completed twenty-four (24) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Six (6) of the twenty-four (24) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or a group of school districts, in cooperation with a preparing institution.

10-223 Instructional III (Permanent)—The Instructional III Certificate shall be a permanent certificate issued to an applicant who shall have completed five (5) years of satisfactory teaching and shall have been granted a master's degree with emphasis in a subject or teaching area by a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-224 Scope of Certificates—The grade level limitations of instructional certificates shall be:

- a. Early Childhood (Nursery, Kindergarten, Grades 1-3)
- b. Elementary (Nursery, Kindergarten, Grades 1-6)
- c. Middle (Grades 4-8)
- d. Secondary (Grades 7-12)
- e. Specialized Areas (Kindergarten-Grade 12)

10-225 Endorsement to an Instructional Certificate—An endorsement by the Superintendent of Public Instruction shall extend an existing instructional certificate to include an additional subject or area of specialization. The applicant shall have completed an approved program and shall have been recommended by the preparing institution.

10-230 Educational Specialist Certificate—The Superintendent of Public Instruction shall issue the Educational Specialist Certificate to a person whose primary responsibility shall be to render professional service other than classroom teaching. The service shall be directly related to the personal welfare of the learner and may include service to the needs of other professional personnel working with learners.

Certificates shall be issued for Educational Specialist areas for which program approval has been granted.

The Educational Specialist Certificate shall be issued on three levels.

10-231 Educational Specialist I (Provisional)—The Educational Specialist I Certificate shall be issued for entry into a professional position in the schools of the Commonwealth. The applicant shall have completed an approved program of studies, shall possess a baccalaureate degree, and shall have been recommended for certification by the preparing institution.

The certificate shall be valid for a period of three (3) years from date of issuance, and it may be renewed for an additional three (3) year period upon the completion of twelve (12) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Three (3) of the twelve (12) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or a group of school districts, in cooperation with a preparing institution.

10-232 Educational Specialist II (Permanent)—The Educational Specialist II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory service on a level I Instructional or Educational Specialist Certificate, and who shall have completed twenty-four (24) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Six (6) of the twenty-four (24) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or group of school districts, in cooperation with a preparing institution.

10-233 Educational Specialist III (Permanent)—The Educational Specialist III Certificate shall be a permanent certificate issued to an applicant who shall have completed five (5) years of satisfactory service and shall have been granted a master's degree in an educational specialist area by a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-234 Scope of Certificates—The grade level limitations of educational specialist certificates shall be specified in the standards stated for the respective programs of certification.

10-235 Endorsement to an Educational Specialist Certificate—An endorsement by the Superintendent of Public Instruction shall extend an existing educational specialist certificate to include an additional educational specialist area. The applicant shall have completed an approved program, and shall have been recommended by the preparing institution.

10-240 Interim Instructional Certificate

10-241 Criteria for Eligibility—The Superintendent of Public Instruction shall issue an interim certificate for teaching in the public schools, at the request of the employing school district, to an applicant who shall have met, in addition to all legal requirements, the following conditions:

a. Shall be a graduate of a regionally accredited four-year college or university.

b. (1) Secondary—Shall have been granted the baccalaureate degree with an undergraduate major in the proposed teaching field, and in addition shall have completed a course in adolescent or educational psychology and a course in methods appropriate to the proposed teaching assignment. (2) Elementary—Shall have been granted the baccalaureate degree and, in addition, shall have successfully completed a course in human growth and development and a course in the teaching of reading in the elementary school.

(3) Middle—Shall have been granted the baccalaureate degree with an undergraduate major in the proposed teaching field and, in addition, shall have successfully completed a course in human growth and development and a course in the teaching of reading in the elementary school.

(4) Specialized Areas—(Kindergarten-Grade 12) Shall have been granted the baccalaureate degree with an undergraduate major in the proposed teaching field, and in addition shall have successfully completed a course in human growth and development and a course in the teaching of reading in the elementary school.

c. Shall have been accepted for coursework in the field in which the applicant seeks certification at a regionally accredited college or university in Pennsylvania which is approved for the preparation of teachers.

d. Shall have been assured by the employing school district and by the preparing institution with which he affiliates that supervision of his teaching shall be provided during the first semester of the interim assignment.

10-242 Exceptional Cases—The Superintendent of Public Instruction shall consider cases in which the number of teachers to be certificated on interim certificates by the employing school district, the distance the school district is from a cooperating college or university, or the time of employment makes it impractical to require immediate affiliation of the teacher with the preparing institution. The Superintendent of Public Instruction may waive the immediate association of the teacher with a college or university; however, the employing school district shall provide supervision during the first semester of the interim assignment.

10-243 Term of Validity—The interim certificate shall be issued for five (5) years unless revoked for cause. It shall not be renewable.

10-244 Revocation of Interim Certificate—The interim certificate shall be revoked for any of the following reasons:

a. The teacher is granted an instructional certificate.

b. The Superintendent of Public Instruction is notified by the employing school district that the teacher is no longer employed or is not performing satisfactorily.

c. The Superintendent of Public Instruction is notified by the preparing institution involved that the teacher is no longer pursuing a program of studies at this institution.

d. The Superintendent of Public Instruction is notified by the employing school district that the teacher who began under the exceptional case provision (10-242) has not been accepted for coursework within one hundred and twenty (120) days from date of issuance of the interim certificate.

10-250 Supervisory Certificate—The Superintendent of Public Instruction shall issue a provisional supervisory certificate for a position in the schools of the Commonwealth to a person who shall have been certificated in accordance with the provisions of 10-223 or 10-233 in the subject or area for which he seeks supervisory certification, and who shall have completed an approved program of graduate study preparing for the responsibilities of supervising and directing the activities of professional and non-professional employees. The applicant shall be recommended by the preparing institution in which the graduate program was completed.

The certificate shall be made permanent upon the completion of three (3) years satisfactory supervisory experience. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Certificates may be issued for any supervisory area for which program approval has been granted by the Superintendent of Public Instruction.

10-260 Administrative Certificate—The Superintendent of Public Instruction shall issue a provisional administrative certificate to a person who shall have had a minimum of five (5) years professional school experience, who shall have been certificated in accordance with 10-222 or 10-232, and shall have completed an approved program of graduate study preparing him to direct, operate, supervise and administer the organizational and general education activities of a school. The applicant shall be recommended by the preparing institution in which the graduate program was completed.

The certificate shall be made permanent upon the completion of three (3) years satisfactory administrative experience. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Certificates may be issued for any administrative area for which program approval has been granted by the Superintendent of Public Instruction.

10-300 VOCATIONAL EDUCATION CERTIFICATE FOR PERSONS COMPLETING NON-DEGREE REQUIREMENTS AT PENNSYLVANIA INSTITUTIONS WITH APPROVED VOCATIONAL PROGRAMS

10-310 General Requirements—An applicant for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Superintendent of Public Instruction and shall have received the recommendation of the preparing institution.

Preparation in general education, professional education, and specialized studies shall be in accordance with standards established by the Superintendent of Public Instruction.

10-320 Vocational Instructional Certificate—The Superintendent of Public Instruction shall issue the Vocational Instructional Certificate to a person whose primary responsibility shall be direct contact with learners in teaching-learning situations. Certificates shall be issued for any vocational education instructional area for which program approval has been granted.

Vocational Instructional Certificates shall be issued on three levels.

10-321 Vocational Instructional I (Provisional)—The Vocational Instructional I Certificate shall be issued for entry into a vocational teaching position in the schools of the Commonwealth. The applicant shall have two (2) years of experience beyond the learning period in the occupation to be taught, shall have completed the occupational competency examination, and shall have completed eighteen (18) semester credit hours in an approved program of vocational teacher education in the appropriate vocational field.

The certificate shall be valid for a period of three (3) years from date of issuance, and it may be renewed for an additional four (4) year period upon the completion of an additional eighteen (18) semester credit hours of study in an approved program in the appropriate field of vocational education. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-322 Vocational Instructional II (Permanent)—The Vocational Instructional II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory teaching on a Vocational Instructional I Certificate, and shall have completed a total of sixty (60) semester credit hours in an approved program in the appropriate field of vocational education. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-323 Vocational Instructional III (Permanent)—The Vocational Instructional III Certificate shall be a permanent certificate issued to an applicant who shall have completed five (5) years of satisfactory teaching on the Vocational Instructional Certificate I or II and shall have completed a total of ninety (90) semester credit hours in an approved program in the appropriate field of vocational education. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Six (6) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or group of school districts, in conjunction with a preparing institution.

10-324 Endorsement to a Vocational Instructional Certificate—An endorsement by the Superintendent of Public Instruction shall extend an existing vocational instructional certificate to include an additional subject or area of instruction upon completion of an approved program. The applicant shall have been recommended by the preparing institution.

10-330 Vocational Interim Certificate

10-331 Criteria—The Superintendent of Public Instruction may issue the Vocational Interim Certificate for teaching in the public schools, at the request of the employing school district, to an applicant who shall have met, in addition to all legal requirements, the following conditions:

a. Shall present evidence of adequate work experience beyond the learning period in the occupation to be taught.

b. Shall have completed an approved course in the orientation of teaching vocational education in the appropriate field.

c. Shall be enrolled in the appropriate approved vocational field of study at a regionally accredited college or university.

10-332 Term of Validity—The vocational interim certificate shall be valid for three (3) years and shall not be renewable.

10-333 Revocation of Vocational Interim Certificate—The Vocational Interim Certificate shall be revoked for the following reasons:

a. The teacher is granted a vocational instructional certificate.

b. The Superintendent of Public Instruction is notified by the employing school district that the teacher is no longer employed or is not performing satisfactorily.

c. The Superintendent of Public Instruction is notified by the preparing institution involved that the teacher is no longer pursuing a program of studies at this institution.

d. The teacher fails to complete successfully the occupational competency requirement for the Vocational Instructional Certificate during the first year.

10-340 Vocational Adult Extension Certificate—The Superintendent of Public Instruction, at the request of the employing school district, may issue the Vocational Adult Extension Certificate for teaching adult non-credit courses to an applicant who shall provide evidence of adequate occupational experience and competency in the area of knowledge to be taught. This certificate shall be issued for three (3) year periods and shall be renewable for additional three (3) year periods contingent upon verification of successful teaching. Applicants for the initial certificate who have had no approved professional training for teaching vocational subjects shall be required to complete a course approved by the Superintendent of Public Instruction in orientation to teaching vocational education subjects.

10-350 Coordinator of Vocational Education—The Superintendent of Public Instruction shall issue a provisional Coordinator of Vocational Education Certificate to an individual whose primary responsibility shall be to assist the vocational administrator in the supervision of specific areas of the vocational program for which the administrator is responsible. The applicant shall have a minimum of three (3) years satisfactory teaching experience in the appropriate field of vocational education on a vocational instructional certificate, shall have completed ninety (90) semester credit hours in an approved program of studies preparing for the responsibilities of coordinating programs in vocational education, and shall have been recommended by the preparing institution.

The certificate shall be issued for a five (5) year period and shall be renewable for an additional five (5) year period upon completion of fifteen (15) semester credit hours in an approved program in the appropriate vocational field. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

The certificate shall be made permanent upon the completion of an additional fifteen (15) semester credit hours in an approved program in the appropriate vocational field. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most

recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-360 Out-of-State Applicants—Vocational Education—An out-of-state applicant shall submit to the Superintendent of Public Instruction an official transcript and an affidavit of educational and work experiences. The records shall be evaluated by the Superintendent of Public Instruction by being equated with a comparable and approved program of a Pennsylvania institution.

10-400 GRADUATES OF OUT-OF-STATE INSTITUTIONS

The Superintendent of Public Instruction shall issue the appropriate Pennsylvania certificate to an applicant who shall have been graduated from an out-of-state college whose teacher education requirements are equivalent to those of this Commonwealth. The Superintendent of Public Instruction may, in addition, enter into a reciprocal certification agreement with the appropriate authority of another state.

10-500 ADMINISTRATIVE COMMISSION

A commission shall be a certificate of appointment issued by the Superintendent of Public Instruction for a specific term in accordance with the provision of Article X of the Public School Code of 1949.

10-510 Letter of Eligibility—A letter of eligibility for an administrative commission shall be issued in lieu of a certificate by the Superintendent of Public Instruction to a candidate who has completed an approved program of preparation in administration and who has been recommended by the preparing institution.

10-520 Out-of-State Applicants—Administrative Commission—An out-of-state applicant shall submit to the Superintendent of Public Instruction an official transcript and an affidavit of work experiences. The records shall be evaluated by the Superintendent of Public Instruction by being equated with a comparable and approved program of a Pennsylvania institution.

10-600 EMERGENCY CERTIFICATE

10-610 Criteria for Eligibility—A school district may issue an emergency certificate for a subject or teaching field to an applicant who meets the following criteria in addition to all other legal requirements. The applicant shall have:

a. Earned at least ninety (90) semester credit hours from (or have this number accepted by) a regionally accredited four-year degree-granting institution of higher learning.

b. Earned, if he is employed as a secondary school teacher, at least fifteen (15) semester hours of credit in the specific subject area or teaching field in which he is issued the emergency certificate.

c. Not been issued subsequent to July 1, 1968, an emergency certificate to teach in Pennsylvania in two different school years.

10-620 Filing of Emergency Certificate—An Emergency Certificate shall become invalid if not filed with the Superintendent of Public Instruction within thirty (30) days after the date of issuance.

10-630 Exceptional Cases—The Superintendent of Public Instruction may approve, upon receiving appropriate proof of the emergency nature of the situation, the issuance of an emergency certificate to a person who does not meet the qualifications specified in 10-610.

10-640 Expiration of Certificate—All emergency certificates shall expire on June 30 following the date of issuance.

10-900 REGULATIONS NOT RELATED TO PROGRAM APPROVAL

10-910 Annual Review and Revision—The Superintendent of Public Instruction shall review certification regulations annually and shall report needed revisions to the State Board of Education.

The State Board of Education shall conduct a major review of certification regulations at ten (10) year intervals.

10-920 Teaching Experience in Lieu of Student Teaching for Out-of-State Applicants—For out-of-state applicants, the Superintendent of Public Instruction may accept three (3) years of satisfactory teaching in lieu of the student teaching requirement, providing that:

a. The teaching experience shall have been full time under contract in an approved public or non-public school at the elementary or secondary level.

b. The teaching experience shall have been completed within five (5) years immediately preceding the date of the application.

c. The teaching experience shall have been in the area of certification sought.

10-930 Temporary Letter of Certification for a Resource Specialist—The Superintendent of Public Instruction may issue a Letter of Certification at the request of an employing school district. The Letter of Certification may be issued in lieu of a certificate to a competent specialist in any area of knowledge in order to enable the schools of the Commonwealth to use the services of non-certificated personnel for supplemental instruction under the supervision of a certificated teacher. The service shall be part-time and shall not exceed three hundred (300) clock hours during a school year.

10-940 Applicants Educated in Foreign Countries—The Superintendent of Public Instruction shall establish standards for the issuance of a Pennsylvania certificate to an applicant who shall have been educated in a foreign country. The applicant shall be required to provide official transcripts of studies completed abroad. The Superintendent of Public Instruction may substitute competency examinations for transcript review in a case involving the loss of credentials in a foreign country.

10-950 Revocation and Annulment of a Certificate—The Superintendent of Public Instruction may revoke any certificate in accordance with the provisions of The Act of May 29, 1931, P.L. 210, amended August 13, 1963, P.L. 689.

The Superintendent of Public Instruction may annul any certificate in accordance with the provisions of Section 1211 of the Public School Code of 1949.

PSEA HEADQUARTERS

STAFF POSITIONS

AVAILABLE

Assistant Director of Public Relations

... to gather data and prepare press releases, newsletters, pamphlets, and other publications; to prepare copy for radio announcements, to maintain files on news media; and to assist local associations.

Director of Legislation, Welfare and Retirement

... to assist the Association in developing, interpreting, and having enacted into law legislation which will advance education and the teaching profession; to instruct local groups; to work with members of the General Assembly and other state officials to insure progressive education legislation programs.

Assistant Director of Research

... to assist the Association in developing, compiling, and interpreting information pertinent to the operation of the PSEA program at the local and state levels.

Director of Business Management

... to coordinate the administrative services of the Association which include fiscal and personnel management, budget preparation and execution, procurement, clerical recruitment, office services, and building maintenance.

For information and application forms contact:

Robert E. Phelps,
Executive Secretary

Pennsylvania State Education Association
400 N. Third Street
Harrisburg, Pa. 17101

COMMONWEALTH OF PENNSYLVANIA

No. 155074



DEPARTMENT OF PUBLIC INSTRUCTION

College Certificate

Know all men by these presents that HUGH MERRIMAN QUIGLEY, JR.
a graduate of the Pennsylvania State University with the degree
of Bachelor of Arts having filed with the
Department of Public Instruction satisfactory evidence of the requisite qualifications,
is hereby granted this Certificate and is authorized to teach for three years in any
public secondary school of this Commonwealth the following branches:

English, Mathematics and Social Studies

In Testimony Whereof the Superintendent of Public Instruction
has hereunto set the seal of the Department of Public
Instruction and affixed his signature at Harrisburg;
this 24th day of June A. D. 19 54

Made Permanent April 22nd 19 60

Charles H. Boehm
Superintendent of Public Instruction

Lewis B. Yeas
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

" No teacher shall teach in any public school in this Commonwealth, any branch which he has not been properly certificated to teach."
School Laws of 1949, Section 1202.

"Before entering upon the work of teaching, every holder of a certificate of any kind, shall present it for registration to the proper superintendent, who shall record its kind, number, and date of issue, together with the branches which it covers. Whenever new branches are added to any certificate, these shall be added to the record upon presentation of said certificate to the superintendent."
School Laws of 1949, Section 1212.

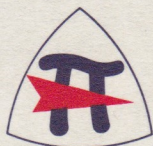
REGISTRATION RECORD

COUNTY OR DISTRICT	SUPERINTENDENT	DATE REGISTERED
Berks	N. W. Geiss	December 20, 1956- Col. Prov. Certificate
Berks	William B. Herbein	May 10, 1960- Col. Perm. Certificate

PITC-39--25M--9-50

(NOT LEGAL UNTIL CERTIFICATE IS REGISTERED)

IT IS SUGGESTED THAT THIS CERTIFICATE BE FRAMED AND HUNG IN THE TEACHER'S CLASSROOM



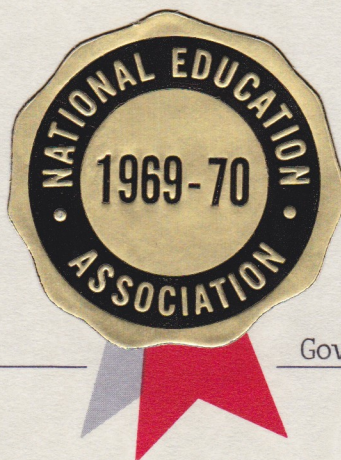
Certificate of Professional Acceptance

conferred upon

Hugh M. Quigley

*by the National Education Association
and the
affiliated State and Local Education Associations
to which the recipient belongs.*

The teacher to whom this certificate is awarded:
Meets the preparation and certification standards of this state.
Accepts and adheres to the teaching profession's Code of Ethics.
Has indicated commitment to *continuing professional
membership* in local, state, and national education associations.



Dale E. Holland
P R E S I D E N T

Gov. Mifflin Education Assn.
A S S O C I A T I O N

COMMONWEALTH OF PENNSYLVANIA



2442
DEPARTMENT OF PUBLIC INSTRUCTION

Know all men by these presents that ----- HUGH M. QUIGLEY, JR. ----- having filed with the Department of Public Instruction satisfactory evidence of having met the requisite qualifications as approved by the State Council of Education is hereby Certificated until March 22nd, 19 63 as being legally qualified for the position of

----- SECONDARY PRINCIPAL -----

In Testimony Whereof the Superintendent of Public Instruction has hereunto set the seal of the Department of Public Instruction and affixed his signature at Harrisburg, this - 22nd - day of - March - A. D. 19 63

Made Permanent ----- 19 -----

Charles H. Boehm

Superintendent of Public Instruction

Superintendent of Public Instruction

RENEWAL RECORD

RENEWED UNTIL _____ _____ SUPERINTENDENT OF PUBLIC INSTRUCTION
--

RENEWED UNTIL _____ _____ SUPERINTENDENT OF PUBLIC INSTRUCTION
--

REGISTRATION RECORD

COUNTY OR DISTRICT	SUPERINTENDENT	DATE REGISTERED
Berks	William B. Herbein	March 29, 1963

(NOT LEGAL UNTIL CERTIFICATE IS REGISTERED)

Commonwealth of Pennsylvania



Professional Certificate

This certificate entitles

HUGH M QUIGLEY

to practice the "art of teaching" and render professional service in the endorsement areas hereon in the schools of the Commonwealth of Pennsylvania

* * * * *

Type Code	Years Valid	Date Issued	Area of Certification	Type Code	Years Valid	Date Issued	Area of Certification
80	99	04/60	ENGLISH	80	99	04/60	MATHEMATICS
80	99	04/60	SOCIAL STUDIES	86	99	11/82	SCHOOL PROGRAM SPECIALIST
			*****				*****
T C	01 Emergency	23 Vocational III	31 Educational Specialist I	40 Standard	60 Provisional	70 Permanent Standard	82 Supervisory II
Y O	05 Limited Special	25 Elem. Temp. Standard	32 Educational Specialist II	45 Normal Certificate	61 Instructional I	71 Perm. St. Stand. Lmtd.	83 Administrative I
P D	10 Partial	26 Coordinator I	33 Educational Specialist III	50 Interim	62 Instructional II	75 Permanent Equivalent	84 Administrative II
E E	21 Vocational I	27 Coordinator II	35 Interim Standard	51 Intern	63 Instructional III	80 Permanent	85 Master's Equivalent
	22 Vocational II	30 State Standard Limited	36 Vocational Interim	55 Provisional Equivalent	65 Normal Diploma	81 Supervisory I	86 Program Specialist
							90 Eligibility

00 COMPETENCY AREA REGISTRATION IN CONJUNCTION WITH VOCATIONAL INSTRUCTION
02 WAIVER OF CERTIFICATION GRANTED FOR ONE CALENDAR YEAR ONLY

191-26-6052
20 82-020356

Authorized by the Secretary of Education

VALIDITY OF CERTIFICATES

01 Emergency Certificate: Expires with the close of any summer instructional term which immediately follows the school year for which issued.

02 Waiver of Certification: Expires after twelve calendar months (including month in which issued).

61 Instructional I Certificate: Valid for six years of service in Pennsylvania. Any certificate issued prior to September, 1980 and still valid as of that date, remains valid for a cumulative total of six years of service from the date of initial issuance, irrespective of validity shown on front of certificate. (If lapsed by virtue of three years of service between initial issuance through September, 1980, certificate must be renewed or converted to permanent status.)

NOTE: Service is creditable only when performed within Pennsylvania in public schools, licensed private schools, or registered non-public schools within the kindergarten through grade 12 organization, when half-time or more on a daily basis and a minimum of 45 days of service are rendered in a half school year; and when the certificate holder has served as a regularly-appointed "teacher" or as a long-term substitute for a regular "teacher" on approved leave of absence. Per diem (day-to-day) substitute service on an intermittent basis is neither creditable toward Level II (permanent) certification nor chargeable against the validity period of the certificate.

21 Vocational Instructional I Certificate: Same as for Type 61 Instructional Certificate (above) except the certificate is valid for 7 years of service in Pennsylvania.

31 Educational Specialist I Certificate: Same as for Type 61 certificate (above) except that the holder must serve for three years in Pennsylvania in each certificate endorsement area to convert that area to Level II (permanent) status.

51 Intern Certificate: For Type "61", "31" and "21" endorsement areas: Valid for 3 calendar years during which time the holder shall have met requirements for issuance of a Type "61", "31" or "21" certificate.

81 Supervisory I Certificate: Valid for three years of service (see note under 61 above) except that the holder must serve for three years in Pennsylvania within each endorsement area to convert that area to Level II (permanent) status.

83 Administrative I Certificate: Same as for "Type 81" certificate.

85 Master's Equivalency: Is issued for salary purposes only. (It is not the equivalent of an earned, advanced academic degree, per se.)

RENEWAL OF CERTIFICATES AND TRANSFERABILITY

Type 01, 02, 51, 81, and 83 certificates are not renewable. (However, as a separate action and under terms and conditions of a prior issuance, the 01 possibly may be reissued and the 02 possibly may be followed by an 01 issuance.) When the period of validity of the Type 51 certificate has expired, the certificate must be converted to a Type 61 or 62, 31 or 32, or 21 certificate, as applicable, and the 81 and 83 must be converted to Level II (permanent) certificates by endorsement area(s).

Type 01, 02, and 86 (Program Specialist) certificates are not transferable outside the school entity for which such certificate was initially issued nor is the Type 86 certificate transferable to any position other than that for which it was initially issued.

CONVERSION TO PERMANENT STATUS

Provisional certificates may be converted to permanent status after three years of satisfactory service on the certificate (see notation under 61 above) and satisfactory completion of educational requirements established by law or regulation under which the certificate was initially issued. (If the bachelor's degree was earned after October 1, 1963, 24 semester hours of academic credit beyond the bachelor's are required.)

MEETING POST-BACCALAUREATE EDUCATIONAL REQUIREMENTS: Collegiate study must be officially transcribed by a state-approved institution of higher education having approval to confer baccalaureate and/or advanced academic degrees. (Study at "two-year" institutions awarding only the associate degree is not acceptable. Study within other professional fields at seminaries, theology and divinity schools; medical colleges, nursing and dental schools; schools of law, engineering, etc. is creditable only as such study is relevant to the applicant's area of certification which is being made permanent.) Also, PDE-approved in-service teacher education courses are creditable.

IMPORTANT: (1) Persons are encouraged to submit applications for all certification actions through their employing school entity. (2) School law requires you, upon employment, to present this certificate and all other additions or deletions of certification to the employing school entity for recording and registration. (3) The holder should retain his/her original certificate. (4) Have you changed your name? Kindly submit a fee-free application to have all your certificates reflect your current, legal name.

QUIGLEY HUGH M JR

F50

PERSON-
ALITY

VOCATIONAL INTERESTS

STUDENT NAME																	STUDENT NUMBER	YEAR	CURRIC- ULUM CODE	SEX	STABILITY	SELF-SUFF.	DOMINANCE	PROFES- SIONAL	SCIENCE AND ENG.	PRACTICAL	SOCIAL SERVICE	BUSINESS	SALES	LITER- ARY	MISC.			
FEMALE																				A	A	A												
D																				B	B	B												
C																				C	C	C												
D																				D	D	D												
F																				F	F	F	A											
F																				F	F	F	B+											
G																				G	G	G	B											
H																				H	H	H	B-											
I																				I	I	I	C+											
J																				J	J	J	C											

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

THE PENNSYLVANIA STATE COLLEGE

STUDENT ADVISORY SERVICE

TRAITS AND INTERESTS CARD

On the other side of this card are shown the results of the personality traits test and the vocational interests test which you took. The results of the Pennsylvania State College academic aptitude test which you took are reported on a separate card.

The left hand portion of the card contains identifying data, that is, your name, your student number, the semester and year in which you took the test, the school and curriculum in which you were enrolled at that time and your sex.

Under the columns headed "Personality," three personality traits are reported. The punched out letter indicates your score. High scores on these scales are not necessarily desirable scores. "Stability" refers to the extent to which one can throw off emotional strains and is free from worry and emotional upsets. "Self-sufficiency" refers to the extent to which a person prefers to do things by himself and the extent to which he is free from a need for companionship. "Dominance" indicates the extent to which a person tends to dominate his equals and to which he is free from tendencies toward submissiveness.

The table will help you interpret the meanings of the scores.

	LETTER PUNCHED OUT				
	A	B C	DEFG	H I	J
STABILITY (B1-N, REV.)	STABLE	SOMEWHAT STABLE	NORMAL	SOMEWHAT EASILY UPSET	EASILY UPSET
SELF-SUFFICIENCY (B2-S)	SELF-SUF- FICIENT	SOMEWHAT SELF- SUFFICIENT	NORMAL	SOMEWHAT DEPENDENT	DEPENDENT
DOMINANCE (B4-D)	DOMINANT	SOMEWHAT DOMINANT	NORMAL	SOMEWHAT SUBMISSIVE	SUBMISSIVE

The scores on the vocational interest test are shown next. An "A" score indicates that you have answered the blank in a manner typical of the successful men in that vocation. A "C" score indicates that you have little in common with the successful men in that field, so far as interests are concerned. A "B" score indicates an intermediate degree of interest. The vocations in each division have a great deal in common. The Group score indicates how much interest you have in common with the men in all of the vocations in that division combined.

STUDENT ADVISORY SERVICE

DUGLEY HUGH M JR

F50

PREDICTED GRADE POINT AVERAGE

APTITUDE TEST

PERCENTILE SCORES

STUDENT NAME																	STUDENT NUMBER	YEAR	CURRIC- ULUM CODE	SEX	PREDICTED GRADE POINT AVERAGE										PERCENTILE SCORES									
STUDENT NAME																	STUDENT NUMBER	YEAR	CURRIC- ULUM CODE	SEX	AG. GEN.	AG. SCI.	CHEM. PHYS.	ENG.	ED.	HOME EC.	MIN. IND.	LIB. ARTS	PHYS. ED.			VOCABULARY	PARAGRAPH READING	ARITHMETIC	ALGEBRA	THREE-PART TOTAL	FOUR-PART TOTAL			
																						0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
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THE PENNSYLVANIA STATE COLLEGE

THE PENNSYLVANIA STATE COLLEGE

STUDENT ADVISORY SERVICE

PREDICTION CARD

On the other side of this card are shown the predictions of scholastic success that have been made for you. Also shown are your scores on The Pennsylvania State College academic aptitude test and the rank you attained in high school. These are the two factors upon which your predictions are based. The results of the personality trait test and the vocational interest test which you also took are shown on a separate card.

The left hand portion of the card contains identifying data, that is, your name, your student number, the semester and year in which you took the test, the school and curriculum in which you were enrolled at that time, your sex, and your high school rank.

Under the columns headed "Predicted Grade Point Average" is shown your predicted grade point average for each of the schools in the college. It has been found that for most students the obtained average does not vary more than four tenths of a grade point from the predicted average. How much your obtained average varies from your predicted average will depend upon how well or how poorly you make use of your abilities.

Under the name of each school, a hole is punched in each of three columns. The three numbers punched out indicate your predicted average for that school. For example if 1-3-6 were punched out in the columns headed "Ag. gen." your predicted average in general agriculture would be 1.86.

Under the columns headed "Aptitude Test Percentile Scores" six sub-headings appear. These represent the different parts of the aptitude test. The holes punched in the two columns under "Vocabulary" indicate how well you have done on this test as compared with other Penn State students enrolled in your class. If the numbers 9-1 are punched out under the vocabulary sub-heading, it indicates that the score which you earned on the vocabulary test is as high or higher than those earned by ninety-one out of each one hundred of the students enrolled in your class.

The first three parts of the test, namely vocabulary, paragraph reading and arithmetic have been added to obtain the "three-part total." The three-part total percentile score shows how your aptitude compares with that of other students who are enrolled in non-scientific curricula. The four-part total shows how your aptitude compares with that of other students who are enrolled in scientific curricula.

Name in full Quigley, Hugh Merriman, Jr. Date November 22, 1953
Permanent Address 505 E. Curtin St., Bellefonte, Pa. Phone 2653
Present Address Phi Kappa Sigma, 234 E. Beaver Ave., Phone 4969
State College, Pa.
Birth Place Bellefonte, Pa., U.S.A. Race White
Date of Birth Mar. 6, 1932 Health Excellent Height 6' 2" Weight 180 lbs.
Marital Status Single Children - Physical Defects Glasses

Type of Position Desired: Classroom teaching in the subjects of mathematics and English.

EDUCATION (Secondary, College, University)

Institution	Location	Dates	Degree
Bellefonte Public Schools	Bellefonte, Pa.	1938 - 1944	
Bellefonte High School	Bellefonte, Pa.	1944 - 1950	Diploma
Pennsylvania State University,	State College, Pa.	1950 - 1954,	Bachelor of Arts

VOCATIONAL EXPERIENCE

Position	Location	Type of work	Dates
Student Teaching,	Harrisburg, Pa.,	mathematics, Grades 7-9,	Nov. to Jan. 1953

Name Quigley, Hugh Merriman, Jr.

SUMMARY OF EDUCATION (Undergraduate)

Course Titles	Credits	Course Titles	Credits
MATHEMATICS:		SOCIAL STUDIES:	
Plane Trig. and Algebra	4	Hist. of U.S. to 1865	3
Analytic Geometry	4	Hist. of U.S. since 1865	3
Differential Calculus	4	Introductory Sociology	3
Integral Calculus	4	Principles of Economics	3
Adv. Algebra and Elementary Theory of Equations	3	Mod. Europe, 1815 to present	3
Modern Methods in Geometry	3	Mod. Europe, 1500 to 1815	3
College Geometry	3	Gov't and politics in Modern Society	3
ENGLISH:		EDUCATION:	
Composition and Rhetoric	3	Introduction to Education	2
Narration and Description	3	Secondary Education I	4
Amer. Lit. since 1900	3	Secondary Education II	6
Public Speaking	3	Visual and Other Sensory Aids for Teachers	2
English Grammar	3	Professional Orientation of the Teacher	6
Amer. Lit. to Civil War	3	Educational Measurements	2
Tech. Aspects Of Ed. Dram.	3	Practicum in Stu. Teaching	9
Newspaper Reporting and Correspondence	3	General Psychology	3
Shakespeare	3		
Theater Appreciation	3		

Describe any unusual or exceptional educational experiences:

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(Use this edge as top of sheet if reverse side is needed)

Course Titles

Credits

MISCELLANEOUS:

Hist. and Appreciation of Art	3
Nature of the Living Plant	
World	2
Survey of Chem. and geology	2
Nature of the Living Animal	
World	2
Survey of Astron. and Phys.	2
Physical Education and Health	4
Air Force ROTC	20

Descriptive Bibliography

Spoken English	3
College Composition	3
Memorized recitation and	
Descriptive Bibliography of Eng. Lit.	3
Amel. Lit. to 1811	3
English Grammar	3
English Spelling	3
Amel. Lit. since 1811	3
History and Description	3
Composition and Bibliography	3
ENGLISH:	

College Geometry	3
Modern Methods in Geometry	3
Theory of Education	3
Adv. Algebra and Elements	
Integral Calculus	4
Differential Calculus	4
Algebraic Geometry	4
Plane Trig. and Algebra	4
MATHEMATICS:	

General Bibliography

Bibliography in Eng. Teaching	3
Educational Requirements	3
of the Teacher	3
Professional Orientation	
Vita for Teachers	3
Algebra and Other Methods	
Secondary Education II	3
Secondary Education I	4
Introduction to Education	3
EDUCATION:	

Sociology	3
Social and Political in Modern	
Mod. Europe 1800 to 1812	3
Mod. Europe 1812 to Present	3
Principles of Economics	3
Introduction to Sociology	3
Hist. of U.S. since 1800	3
Hist. of U.S. to 1800	3
SOCIAL SCIENCES:	

Course Titles

Credits

Course Titles

Credits

SUMMARY OF EDUCATION (Undergraduate)

Name CHITTEL, HENR KELLER, Jr.

Name Quigley, Hugh Merriman, Jr.

SUMMARY OF EXTRA-CURRICULAR, AVOCATIONAL AND VACATION EXPERIENCES

Describe responsibilities, offices, honors, distinctions, including secondary school, college, or community activities; memberships in social and professional organizations; and leadership activities. Also include a summary of military experience.

MEMBERSHIPS AND ACTIVITIES

High School

- Dramatics Club
- Participant in five plays, in three as an actor
- Student Council
- Classical Music Appreciation Club
- Glee Club and Chorus

College

- Participant in one dramatics production as an actor
- R.O.T.C. Military Drill Team
- Phi Kappa Sigma Social Fraternity

LEADERSHIP ACTIVITIES AND RESPONSIBILITIES

High School

- Business Manager of Yearbook

College

- Scholastic Chairman and Second Vice-President of Phi Kappa Sigma
- Secretary of Phi Kappa Sigma
- Chaplain of Phi Kappa Sigma
- Instructor of Etiquette, Phi Kappa Sigma pledge classes
- Instructor of Freshman R.O.T.C. students

Summer Vacations

- Supervisor of two playgrounds
- R.O.T.C. Summer Camp

HONORS AND DISTINCTIONS

High School

- International Honorary Society of High School Journalists
- Mathematics Prize for having highest grade average for four years
- Sophomore English Prize for having highest grade average
- Junior English Prize for having highest grade average

College

- Dean's List for high scholarship for one semester

(OVER)

KAPPA PHI KAPPA, PROFESSIONAL EDUCATION FRATERNITY

(CHES)

Describe that job or school experience for one semester
College

- Junior English Prize for reading nearest class average
- Sophomore English Prize for reading nearest class average
- Mathematics Prize for reading nearest class average for four years
- International Honorary Society of High School Juniors

HONORS AND DISTINCTIONS

- B.O.L.C. Summer Camp
 - Subeditor of two yearbooks
 - Summer Assemblies
 - Instructor of Freshmen B.O.L.C. students
 - Instructor of English, Phi Kappa Sigma pledge classes
 - Chairman of Phi Kappa Sigma
 - Secretary of Phi Kappa Sigma
 - Scientific Chairman and Second Vice-President of Phi Kappa Sigma
- College
- Business Manager of Yearbook
- High School

LEADERSHIP ACTIVITIES AND RESPONSIBILITIES

- Phi Kappa Sigma Society Internship
 - B.O.L.C. Military Drill Team
 - Participant in one dramatic production as an actor
- College
- Glee Club and Chorus
 - Classmate's Week Appreciation Club
 - Student Council
 - Participant in five plays in three as an actor
 - Dramatics Club

High School

MEMBERSHIPS AND ACTIVITIES

Write in social and professional organizations and leadership activities. Also include a summary of military experience. Describe responsibilities, offices, honors, distinctions including secondary school, college or community activities, membership.

SUMMARY OF EXTRA-CURRICULAR, VOCATIONAL AND VACATION EXPERIENCES

Name CHATEL, HENRY WILLIAM, JR.

Name Quigley, Hugh Merriman, Jr.

CANDIDATE'S STATEMENT

Use this page to write anything that will help the prospective employer to know you better. Tell something about yourself; your qualifications, experiences, ideals, and aspirations. The employer wants to know what kind of person you are and what you have done to prepare for the position you are seeking. Describe your interests and hobbies and any practical or work experiences you have had; supply any information that will supplement the previous pages.

The reason that far outcales any other reason for my choice of teaching as a profession is my deep love of young people and the satisfaction that comes from teaching and guiding them.

This desire to teach has been in me as long as I can remember, and when I have considered various other professions in the past, none have given me the same feeling as wanting to teach. As a young boy, one of my favorite pastimes was "playing school" with anything from stuffed animals to imaginary pupils and occasionally with friends who weren't as enthusiastic as I was. As I grew older into high school age, I became intensely interested in a group of neighborhood boys around the age of eight, one of whom I have known since his birth. I taught this one boy many things such as the alphabet and numbers before he ever started to school. I organized contests of athletic events and tried to teach these boys good sportsmanship. They were at the age where they liked to play "soldiers" or "cowboys," and I set up an elaborate game of "army" for them. Besides their usual running around and shooting each other, they could be promoted from rank to rank by learning most of the movements used in military drill. Mixed in with this was the learning of such things as the points of the compass and map reading. I was really amazed and pleased at the extent to which they were eager to learn and did learn these things. With a keen interest and fascination, I observed the capabilities, behavior, similarities, and differences of these boys.

Also during these high school days, I had a great interest in schools and in not only what was being taught but also how it was being taught. I found myself criticizing in my mind the way teachers were teaching and trying to discover why some teachers "got things across" and others did not. It was during this time that I definitely decided I wanted to do nothing but go into the teaching profession.

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I was never^{VERY} active with groups of people my own age outside of school until I went to college and joined a fraternity. Joining a fraternity was probably the most important single factor in improving myself by practically eliminating my former bashfulness and self-consciousness. During my last two years at college, I never hesitated to volunteer to teach and drill the freshman and sophomore R.O.T.C. students, a "task" which I thoroughly enjoyed.

Between my sophomore and junior years I spent eight weeks supervising two playgrounds. This "job" was a new one to me since the group of boys I had worked with before I considered to be friends. The children of these playgrounds, however, were all strangers to me, but I soon became quite at ease with them and enjoyed the experience immensely.

Concerning myself more personally, I consider myself to be ~~very~~ fortunate in having two fine, well-bred parents and a brother and a sister of the same caliber. From my parents I have learned ~~very~~ thoroughly the difference between right and wrong, and being able to lead my life knowing the difference I consider to be one of my most invaluable virtues. I possess an orderly mind, and as a result, everything I do is orderly, neat, and exact. I can get along very well with almost everyone I meet and am understanding of other people's problems. I hold absolutely no prejudices against any groups of people because of their color, creed, religion, or any other aspect, and I constantly strive to lead a good life.

This desire to teach has been in me as long as I can remember, and first comes from teaching and guiding them.

The reason that I am interested in other people and the satisfaction

work experiences you have had; supply any information that will substantiate the claims made; what you have done to prepare for the position you are seeking. Describe your interests and hobbies and any discipline or your educational experiences, ideas, and aspirations. The employer wants to know what kind of person you are and use this page to write anything that will help the prospective employer to know you better. Tell something about yourself.

CANDIDATE'S STATEMENT

Name: CHATEL, HARRY MELLISHAN, JR.



PENNSYLVANIA
STATE EDUCATION ASSOCIATION

400 North Third Street
Box 1724
Harrisburg, Pennsylvania 17105

TEACHER

CERTIFICATION

Questions
Answers
Information

PENNSYLVANIA STATE EDUCATION ASSOCIATION

Harrisburg, Pennsylvania

As a service to PSEA members, we are printing the new teacher certification regulations as adopted by the State Board of Education.

The PSEA, as the professional organization of educators in Pennsylvania, is most vitally interested in the professional preparation of educators who practice in this state. The Teacher Education and Professional Standards (TEPS) Commission of the PSEA is charged with the responsibility of promoting the professional standards and suggesting improvements in teacher education.

Members should be aware that our TEPS Commission has been in constant dialogue with the DPI Bureau of Teacher Education and although we do not agree with all sections of the regulations as adopted by the State Board of Education, we feel the new regulations are an improvement over those now in effect.

PSEA members were involved in each of the four statewide conferences on teacher certification. On April 16, 1967, upon the suggestion of our TEPS Commission, a special conference was held for elementary and secondary classroom teachers to give their ideas on certification. Our DCT units were permitted to name delegates to the conference.

The new regulations have not changed any laws that relate to teacher certification. The regulations are those which the State Board is empowered to make within existing laws.

The official position of PSEA's Board of Directors as relates to the new regulations is printed elsewhere. (*PSEA Reporter*, Vol. 37, No. 11, March 10, 1969).

Helen D. Wise
PSEA President

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This publication has been jointly sponsored by:

The Pennsylvania State Education Association's

—Teacher Education and Professional
Standards Commission

—Department of Classroom Teachers

and

The Department of Public Instruction's

—Bureau of Teacher Education

REGULATIONS
OF THE
STATE BOARD OF EDUCATION
OF PENNSYLVANIA

CERTIFICATION OF PROFESSIONAL PERSONNEL

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This regulation shall supersede all previous and existing regulations and shall be effective July 1, 1969.

10-100 THE PROGRAM OF CERTIFICATION FOR PROFESSIONAL PERSONNEL IN THE COMMONWEALTH OF PENNSYLVANIA

All certificates and letters of eligibility in force in this Commonwealth on the effective date of these regulations shall continue in force and effect, subject to all the terms and conditions under which they were issued, until they expire by virtue of their own limitations.

State certificates shall be issued as herein provided, and no teacher shall perform professional duties in the schools of the Commonwealth in any area for which he has not been properly certificated.

10-110 Statutory Requirements—In accordance with the Public School Code of 1949 Sections 1109, 1202 and 1209 every professional employee certificated to serve in the schools of the Commonwealth shall (1) be of good moral character, (2) show a physician's certificate that applicant is neither mentally nor physically disqualified from successful performance of the duties of a teacher, (3) be at least 18 years of age, (4) be a citizen of the United States. (Citizenship may be waived in the case of a resident foreign national holding an immigrant visa who declares, in writing, to the Superintendent of Public Instruction, his intention of becoming a citizen of the United States.)

10-120 General Policies—The State Board of Education through the Superintendent of Public Instruction shall provide regulations for guidance of the preparing institutions in educating professional personnel for the schools of the Commonwealth.

The Superintendent of Public Instruction shall have the following responsibilities with respect to certification of professional personnel in the schools of the Commonwealth:

- a. To provide advisory services to college and school personnel in matters pertaining to teacher education and certification.
- b. To designate professional titles for personnel.
- c. To prescribe procedures for issuance of certificates.
- d. To evaluate and approve teacher education programs leading to the certification of professional personnel.
- e. To register certificated persons.
- f. To maintain records of all certificates.
- g. To assure that each professional person is

properly certificated for the specific position in which he is employed.

- h. To review and investigate alleged violations of certification regulations.

The Superintendent of Public Instruction shall require that an applicant for a certificate shall have completed an approved program and shall be recommended by the preparing institution, or shall have met the requirements stated for out-of-state applicants. (See 10-400)

The Superintendent of Public Instruction shall have the right to review any approved programs at any time. Major evaluations shall be conducted at five (5) year intervals by teams of professional educators appointed by the Superintendent of Public Instruction.

The Superintendent of Public Instruction shall accept the request of an institution to withdraw from an approved program. The Superintendent of Public Instruction shall have the right to withdraw the approval of a program from an institution. In either case, the institution shall submit to the Superintendent of Public Instruction a list of those students enrolled in the program at the time of the withdrawal of approved status. Recommendations by the preparing institution for the certification of those students shall be considered. New students shall not be accepted in a program which has lost its approved status.

10-130 Program Approval—To be authorized to conduct programs that lead to certificates for professional positions, an institution shall:

- a. Be accredited by the Middle States Association of Secondary Schools and Colleges as a four-year degree-granting institution of higher learning.
- b. Be evaluated and approved as a teacher-preparing institution to offer specific programs leading to certification in accordance with procedures established by the Superintendent of Public Instruction.
- c. Report to the Superintendent of Public Instruction, for approval, all planned changes in previously approved programs. This report shall be made 90 days prior to the implementation of the planned changes.

10-140 Approval of Experimental Professional Education Programs—The Superintendent of Public Instruction may enter into a written agreement with a preparing institution wishing to conduct an experimental program. The institution shall meet the requirements described in 10-130. Certification will be given to graduates of such an experimental program upon recommendation by the institution, provided that:

- a. The institution has submitted a detailed explanation of the experimental program to the Superintendent of Public Instruction for approval.
- b. The institution has planned a thorough procedure conforming to accepted canons of educational research for evaluating results of the experimental program. These results shall be reported to the Superintendent of Public In-

struction in accordance with a schedule approved at the time of the agreement.

- c. The institution has agreed to terminate the experimental program upon request by the Superintendent of Public Instruction when it is judged by a committee of professionals to be inadequate for preparation of professional personnel.

10-150 Development of New Certificates—A new certificate shall be developed in accordance with the following procedures:

- a. The Superintendent of Public Instruction may accept a petition documenting the need for a new certificate.
- b. The Superintendent of Public Instruction shall appoint a committee of professionals who shall conduct an investigation into the need for the new certificate.
- c. The Superintendent of Public Instruction shall review the findings of the committee of professionals and shall make a report to the State Board of Education for its consideration.
- d. The Superintendent of Public Instruction shall appoint a committee of professionals who shall develop guidelines for the new area of certification.

10-200 CERTIFICATES FOR GRADUATES OF PENNSYLVANIA INSTITUTIONS WITH APPROVED PROGRAMS

Four basic types of certificates shall be issued:

Instructional	10-220
Educational Specialist	10-230
Supervisory	10-250
Administrative	10-260

The Instructional and Educational Specialist Certificates shall be issued for three levels of qualifications:

Instructional I	10-221
Instructional II	10-222
Instructional III	10-223
Educational Specialist I	10-231
Educational Specialist II	10-232
Educational Specialist III	10-233

10-210 General Requirements—An applicant for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Superintendent of Public Instruction, and shall have the recommendation of the preparing institution.

Preparation in general education, professional education, and specialization studies shall be in accordance with standards established by the Superintendent of Public Instruction.

10-220 Instructional Certificate—The Superintendent of Public Instruction shall issue the Instructional Certificate to a person whose primary responsibility shall be direct contact with learners in teaching-learning situations. Certificates shall be issued for any instructional area for which program approval has been granted.

Instructional certificates shall be issued on three levels.

10-221 Instructional I (Provisional)—The Instructional I Certificate shall be issued for entry into a teaching position in the schools of the Common-

wealth. The applicant shall have completed an approved program of studies, shall possess a baccalaureate degree, and shall have been recommended for certification by the preparing institution.

The certificate shall be valid for a period of three (3) years from date of issuance and may be renewed for an additional three (3) year period upon the completion of twelve (12) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Three (3) of the twelve (12) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or group of school districts, in cooperation with a preparing institution.

10-222 Instructional II (Permanent)—The Instructional II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory teaching on an Instructional I Certificate and who shall have completed twenty-four (24) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Six (6) of the twenty-four (24) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or a group of school districts, in cooperation with a preparing institution.

10-223 Instructional III (Permanent)—The Instructional III Certificate shall be a permanent certificate issued to an applicant who shall have completed five (5) years of satisfactory teaching and shall have been granted a master's degree with emphasis in a subject or teaching area by a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-224 Scope of Certificates—The grade level limitations of instructional certificates shall be:

- a. Early Childhood (Nursery, Kindergarten, Grades 1-3)
- b. Elementary (Nursery, Kindergarten, Grades 1-6)
- c. Middle (Grades 4-8)
- d. Secondary (Grades 7-12)
- e. Specialized Areas (Kindergarten-Grade 12)

10-225 Endorsement to an Instructional Certificate—An endorsement by the Superintendent of Public Instruction shall extend an existing instructional

certificate to include an additional subject or area of specialization. The applicant shall have completed an approved program and shall have been recommended by the preparing institution.

10-230 Educational Specialist Certificate—The Superintendent of Public Instruction shall issue the Educational Specialist Certificate to a person whose primary responsibility shall be to render professional service other than classroom teaching. The service shall be directly related to the personal welfare of the learner and may include service to the needs of other professional personnel working with learners.

Certificates shall be issued for Educational Specialist areas for which program approval has been granted.

The Educational Specialist Certificate shall be issued on three levels.

10-231 Educational Specialist I (Provisional)—The Educational Specialist I Certificate shall be issued for entry into a professional position in the schools of the Commonwealth. The applicant shall have completed an approved program of studies, shall possess a baccalaureate degree, and shall have been recommended for certification by the preparing institution.

The certificate shall be valid for a period of three (3) years from date of issuance, and it may be renewed for an additional three (3) year period upon the completion of twelve (12) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Three (3) of the twelve (12) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or a group of school districts, in cooperation with a preparing institution.

10-232 Educational Specialist II (Permanent)—The Educational Specialist II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory service on a level I Instructional or Educational Specialist Certificate, and who shall have completed twenty-four (24) semester credit hours of post-baccalaureate or graduate study at a regionally accredited institution. In addition, the applicant shall have received the recommendations of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Six (6) of the twenty-four (24) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or group of

school districts, in cooperation with a preparing institution.

10-233 Educational Specialist III (Permanent)—The Educational Specialist III Certificate shall be a permanent certificate issued to an applicant who shall have completed five (5) years of satisfactory service and shall have been granted a master's degree in an educational specialist area by a regionally accredited institution. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-234 Scope of Certificates—The grade level limitations of educational specialist certificates shall be specified in the standards stated for the respective programs of certification.

10-235 Endorsement to an Educational Specialist Certificate—An endorsement by the Superintendent of Public Instruction shall extend an existing educational specialist certificate to include an additional educational specialist area. The applicant shall have completed an approved program, and shall have been recommended by the preparing institution.

10-240 Interim Instructional Certificate

10-241 Criteria for Eligibility—The Superintendent of Public Instruction shall issue an interim certificate for teaching in the public schools, at the request of the employing school district, to an applicant who shall have met, in addition to all legal requirements, the following conditions:

- a. Shall be a graduate of a regionally accredited four-year college or university.
- b. (1) *Secondary*—Shall have been granted the baccalaureate degree with an undergraduate major in the proposed teaching field, and in addition shall have completed a course in adolescent or educational psychology and a course in methods appropriate to the proposed teaching assignment.
- (2) *Elementary*—Shall have been granted the baccalaureate degree and, in addition shall have successfully completed a course in human growth and development and a course in the teaching of reading in the elementary school.
- (3) *Middle*—Shall have been granted the baccalaureate degree with an undergraduate major in the proposed teaching field and, in addition shall have successfully completed a course in human growth and development and a course in the teaching of reading in the elementary school.
- (4) *Specialized Areas*—(Kindergarten-Grade 12) Shall have been granted the baccalaureate degree with an undergraduate major in the proposed teaching field, and in addition shall have successfully completed a course in human

growth and development and a course in the teaching of reading in the elementary school.

- c. Shall have been accepted for coursework in the field in which the applicant seeks certification at a regionally accredited college or university in Pennsylvania which is approved for the preparation of teachers.
- d. Shall have been assured by the employing school district and by the preparing institution with which he affiliates that supervision of his teaching shall be provided during the first semester of the interim assignment.

10-242 Exceptional Cases—The Superintendent of Public Instruction shall consider cases in which the number of teachers to be certificated on interim certificates by the employing school district, the distance the school district is from a cooperating college or university, or the time of employment makes it impractical to require immediate affiliation of the teacher with the preparing institution. The Superintendent of Public Instruction may waive the immediate association of the teacher with a college or university; however, the employing school district shall provide supervision during the first semester of the interim assignment.

10-243 Term of Validity—The interim certificate shall be issued for five (5) years unless revoked for cause. It shall not be renewable.

10-244 Revocation of Interim Certificate—The interim certificate shall be revoked for any of the following reasons:

- a. The teacher is granted an instructional certificate.
- b. The Superintendent of Public Instruction is notified by the employing school district that the teacher is no longer employed or is not performing satisfactorily.
- c. The Superintendent of Public Instruction is notified by the preparing institution involved that the teacher is no longer pursuing a program of studies at this institution.
- d. The Superintendent of Public Instruction is notified by the employing school district that the teacher who began under the exceptional case provision (10-242) has not been accepted for coursework within one hundred and twenty (120) days from date of issuance of the interim certificate.

10-250 Supervisory Certificate—The Superintendent of Public Instruction shall issue a provisional supervisory certificate for a position in the schools of the Commonwealth to a person who shall have been certificated in accordance with the provisions of 10-223 or 10-233 in the subject or area for which he seeks supervisory certification, and who shall have completed an approved program of graduate study preparing for the responsibilities of supervising and directing the activities of professional and non-professional employees. The applicant shall be recom-

mended by the preparing institution in which the graduate program was completed.

The certificate shall be made permanent upon the completion of three (3) years satisfactory supervisory experience. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Certificates may be issued for any supervisory area for which program approval has been granted by the Superintendent of Public Instruction.

10-260 Administrative Certificate—The Superintendent of Public Instruction shall issue a provisional administrative certificate to a person who shall have had a minimum of five (5) years professional school experience, who shall have been certificated in accordance with 10-222 or 10-232, and shall have completed an approved program of graduate study preparing him to direct, operate, supervise and administer the organizational and general education activities of a school. The applicant shall be recommended by the preparing institution in which the graduate program was completed.

The certificate shall be made permanent upon the completion of three (3) years satisfactory administrative experience. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Certificates may be issued for any administrative area for which program approval has been granted by the Superintendent of Public Instruction.

10-300 VOCATIONAL EDUCATION CERTIFICATE FOR PERSONS COMPLETING NON-DEGREE REQUIREMENTS AT PENNSYLVANIA INSTITUTIONS WITH APPROVED VOCATIONAL PROGRAMS

10-310 General Requirements—An applicant for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Superintendent of Public Instruction and shall have received the recommendation of the preparing institution.

Preparation in general education, professional education, and specialized studies shall be in accordance with standards established by the Superintendent of Public Instruction.

10-320 Vocational Instructional Certificate—The Superintendent of Public Instruction shall issue the Vocational Instructional Certificate to a person whose primary responsibility shall be direct contact with learners in teaching-learning situations. Certificates shall be issued for any vocational education instructional area for which program approval has been granted.

Vocational Instructional Certificates shall be issued on three levels.

10-321 Vocational Instructional I (Provisional)—The Vocational Instructional I Certificate shall be issued for entry into a vocational teaching position in

the schools of the Commonwealth. The applicant shall have two (2) years of experience beyond the learning period in the occupation to be taught, shall have completed the occupational competency examination, and shall have completed eighteen (18) semester credit hours in an approved program of vocational teacher education in the appropriate vocational field.

The certificate shall be valid for a period of three (3) years from date of issuance, and it may be renewed for an additional four (4) year period upon the completion of an additional eighteen (18) semester credit hours of study in an approved program in the appropriate field of vocational education. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-322 Vocational Instructional II (Permanent)—The Vocational Instructional II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory teaching on a Vocational Instructional I Certificate, and shall have completed a total of sixty (60) semester credit hours in an approved program in the appropriate field of vocational education. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-323 Vocational Instructional III (Permanent)—The Vocational Instructional III certificate shall be a permanent certificate issued to an applicant who shall have completed five (5) years of satisfactory teaching on the Vocational Instructional Certificate I or II and shall have completed a total of ninety (90) semester credit hours in an approved program in the appropriate field of vocational education. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

Six (6) semester credit hours may be satisfied through in-service programs approved by the Superintendent of Public Instruction and conducted by a school district, or group of school districts, in conjunction with a preparing institution.

10-324 Endorsement to a Vocational Instructional Certificate—An endorsement by the Superintendent of Public Instruction shall extend an existing vocational instructional certificate to include an additional subject or area of instruction upon completion of an approved program. The applicant shall have been recommended by the preparing institution.

10-330 Vocational Interim Certificate

10-331 Criteria—The Superintendent of Public Instruction may issue the Vocational Interim Certificate for teaching in the public schools, at the request

of the employing school district, to an applicant who shall have met, in addition to all legal requirements, the following conditions:

- a. Shall present evidence of adequate work experience beyond the learning period in the occupation to be taught.
- b. Shall have completed an approved course in the orientation of teaching vocational education in the appropriate field.
- c. Shall be enrolled in the appropriate approved vocational field of study at a regionally accredited college or university.

10-332 Term of Validity—The vocational interim certificate shall be valid for three (3) years and shall not be renewable.

10-333 Revocation of Vocational Interim Certificate—The Vocational Interim Certificate shall be revoked for the following reasons:

- a. The teacher is granted a vocational instructional certificate.
- b. The Superintendent of Public Instruction is notified by the employing school district that the teacher is no longer employed or is not performing satisfactorily.
- c. The Superintendent of Public Instruction is notified by the preparing institution involved that the teacher is no longer pursuing a program of studies at this institution.
- d. The teacher fails to complete successfully the occupational competency requirement for the Vocational Instructional Certificate during the first year.

10-340 Vocational Adult Extension Certificate—The Superintendent of Public Instruction, at the request of the employing school district, may issue the Vocational Adult Extension Certificate for teaching adult non-credit courses to an applicant who shall provide evidence of adequate occupational experience and competency in the area of knowledge to be taught. This certificate shall be issued for three (3) year periods and shall be renewable for additional three (3) year periods contingent upon verification of successful teaching. Applicants for the initial certificate who have had no approved professional training for teaching vocational subjects shall be required to complete a course approved by the Superintendent of Public Instruction in orientation to teaching vocational education subjects.

10-350 Coordinator of Vocational Education—The Superintendent of Public Instruction shall issue a provisional Coordinator of Vocational Education Certificate to an individual whose primary responsibility shall be to assist the vocational administrator in the supervision of specific areas of the vocational program for which the administrator is responsible. The applicant shall have a minimum of three (3) years satisfactory teaching experience in the appropriate field of vocational education on a vocational instructional certificate, shall have completed ninety (90) semester credit hours in an approved program of studies preparing for the responsibilities of coordinating programs in vocational education, and shall have been recommended by the preparing institution.

The certificate shall be issued for a five (5) year

period and shall be renewable for an additional five (5) year period upon completion of fifteen (15) semester credit hours in an approved program in the appropriate vocational field. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

The certificate shall be made permanent upon the completion of an additional fifteen (15) semester credit hours in an approved program in the appropriate vocational field. In addition, the applicant shall have received the recommendation of the superintendent of the school district in which his most recent service was performed or, if the service was in a school district with a supervising principal, the recommendation of the appropriate county superintendent.

10-360 Out-of-State Applicants—Vocational Education—An out-of-state applicant shall submit to the Superintendent of Public Instruction an official transcript and an affidavit of educational and work experiences. The records shall be evaluated by the Superintendent of Public Instruction by being equated with a comparable and approved program of a Pennsylvania institution.

10-400 GRADUATES OF OUT-OF-STATE INSTITUTIONS

The Superintendent of Public Instruction shall issue the appropriate Pennsylvania certificate to an applicant who shall have been graduated from an out-of-state college whose teacher education requirements are equivalent to those of this Commonwealth. The Superintendent of Public Instruction may, in addition, enter into a reciprocal certification agreement with the appropriate authority of another state.

10-500 ADMINISTRATIVE COMMISSION

A commission shall be a certificate of appointment issued by the Superintendent of Public Instruction for a specific term in accordance with the provision of Article X of the Public School Code of 1949.

10-510 Letter of Eligibility—A letter of eligibility for an administrative commission shall be issued in lieu of a certificate by the Superintendent of Public Instruction to a candidate who has completed an approved program of preparation in administration and who has been recommended by the preparing institution.

10-520 Out-of-State Applicants—Administrative Commission—An out-of-state applicant shall submit to the Superintendent of Public Instruction an official transcript and an affidavit of work experiences. The records shall be evaluated by the Superintendent of Public Instruction by being equated with a comparable and approved program of a Pennsylvania institution.

10-600 EMERGENCY CERTIFICATE

10-610 Criteria for Eligibility—A school district may issue an emergency certificate for a subject or teaching field to an applicant who meets the following criteria in addition to all other legal requirements. The applicant shall have:

- a. Earned at least ninety (90) semester credit hours from (or have this number accepted by) a regionally accredited four-year degree-granting institution of higher learning.
- b. Earned, if he is employed as a secondary school teacher, at least fifteen (15) semester hours of credit in the specific subject area or teaching field in which he is issued the emergency certificate.
- c. Not been issued subsequent to July 1, 1968, an emergency certificate to teach in Pennsylvania in two different school years.

10-620 Filing of Emergency Certificate—An Emergency Certificate shall become invalid if not filed with the Superintendent of Public Instruction within thirty (30) days after the date of issuance.

10-630—Exceptional Cases—The Superintendent of Public Instruction may approve, upon receiving appropriate proof of the emergency nature of the situation, the issuance of an emergency certificate to a person who does not meet the qualifications specified in 10-610.

10-640 Expiration of Certificate—All emergency certificates shall expire on June 30 following the date of issuance.

10-900 REGULATIONS NOT RELATED TO PROGRAM APPROVAL

10-910 Annual Review and Revision—The Superintendent of Public Instruction shall review certification regulations annually and shall report needed revisions to the State Board of Education.

The State Board of Education shall conduct a major review of certification regulations at ten (10) year intervals.

10-920 Teaching Experience in Lieu of Student Teaching for Out-of-State Applicants—For out-of-state applicants, the Superintendent of Public Instruction may accept three (3) years of satisfactory teaching in lieu of the student teaching requirement, providing that:

- a. The teaching experience shall have been full time under contract in an approved public or non-public school at the elementary or secondary level.
- b. The teaching experience shall have been completed within five (5) years immediately preceding the date of the application.
- c. The teaching experience shall have been in the area of certification sought.

10-930 Temporary Letter of Certification for a Resource Specialist—The Superintendent of Public Instruction may issue a Letter of Certification at the request of an employing school district. The Letter of Certification may be issued in lieu of a certificate to a competent specialist in any area of knowledge in order to enable the schools of the Commonwealth to use the services of non-certificated personnel for supplemental instruction under the supervision of a certificated teacher. The service shall be part-time and shall not exceed three hundred (300) clock hours during a school year.

10-940 Applicants Educated in Foreign Countries—The Superintendent of Public Instruction shall establish standards for the issuance of a Pennsylvania

certificate to an applicant who shall have been educated in a foreign country. The applicant shall be required to provide official transcripts of studies completed abroad. The Superintendent of Public Instruction may substitute competency examinations for transcript review in a case involving the loss of credentials in a foreign country.

10-950 Revocation and Annulment of a Certificate—The Superintendent of Public Instruction may revoke any certificate in accordance with the provisions of The Act of May 29, 1931, P.L. 210, amended August 13, 1963, P.L. 689.

The Superintendent of Public Instruction may annul any certificate in accordance with the provisions of Section 1211 of the Public School Code of 1949.

QUESTIONS AND ANSWERS ON CERTIFICATION

1. Q. *To whom do I write about my legal certification questions or problems?*

A. Write directly to the:

Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

2. Q. *To whom do I write about professional certification questions or problems?*

A. Write directly to the:

Teacher Education and Professional
Standards Commission
Pennsylvania State Education Association
400 North Third Street
Harrisburg, Pennsylvania 17101

3. Q. *How do I replace a lost certificate?*

A. Write directly to the:

Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

4. Q. *If I already have a certificate, how do the new regulations adopted by the State Board in November, 1968, affect my current certification?*

A. All certificates and letters of eligibility in force in this Commonwealth on the effective date of these regulations (7-1-69) shall continue in force and effect, subject to all the terms and conditions under which they were issued, until they expire by virtue of their own limitations.

5. Q. *I met the requirements for a specific certificate in 1965, but I did not apply for it at that time. Must I now meet the new requirements (7-1-69) or can I apply for and get the certificate I qualified for in 1965?*

A. You must meet the certification regulations in affect at the time of your application. After 7-1-69 the DPI will issue the Instructional II Certificate instead of the Permanent College Certificate.

6. Q. *Can I qualify for an Educational Specialist, Supervisory or Administrative Certificate when I have a Permanent College Certificate but not an Instructional II or III Certificate?*

A. Yes.

7. Q. *How do I exchange my current certificate for a newly designated certificate?*

A. If you are currently employed and properly certificated, there is no advantage in or need for your getting a new certificate.

8. Q. *How do I upgrade my Instructional I or Educational Specialist I Certificate?*

A. Refer to Sections 10-221, 10-222, 10-231, 10-232 in the *Certification Regulations* and request form PIHE 280 from your district or county superintendent's office.

9. Q. *How can I get a name changed on a certificate?*

A. Write directly to the:

Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

10. Q. *Is there still a Master's degree equivalency?*

A. Yes.

11. Q. *Does a Master's equivalency recognition allow me to get a certification recognition under the new regulations?*

A. No, it is strictly for salary purposes.

12. Q. *What are the requirements for an Academic Master's equivalency?*

A. 1. Current employment in a school district of the Commonwealth.

2. Possession of a valid Pennsylvania College Certificate or a level I Instructional or Educational Specialist's Certificate.

3. Completion of a minimum of 36 semester credit hours at the graduate level subsequent to receipt of the Baccalaureate degree.

4. Graduate study distributed between the field in which one is teaching and elected areas of study. At least 12 semester credit hours and not more than 24 semester credit hours must be in the field in which the applicant is currently teaching.

13. Q. *How may I qualify for the Vocational Baccalaureate equivalency?*

A. Write directly to the:

Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

14. Q. *How may I qualify for the Vocational Master's degree equivalency?*

A. Write directly to the:

Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

15. Q. *What is an endorsement on a teaching certificate?*

A. 1. It is not a regular certificate.

2. An endorsement is sometimes incorrectly referred to as an extension.

3. It requires the completion of an approved program.

4. An applicant for an endorsement must hold a valid Pennsylvania certificate.

5. The endorsement areas now are: Instructional Media Specialist, Distributive Education, Conservation-Outdoor Education, Safe Living-Driver Education, Elementary School Librarian, Reading, and Special Education.

16. Q. *How do I obtain an endorsement on a teaching certificate?*

A. You must meet the requirements and receive the recommendation of an institution with an approved program for the area of endorsement.

17. Q. Which certificates are issued upon recommendation of a preparing institution under the program approval?
- A. Certificates are issued in the following INSTRUCTIONAL areas: Agriculture, Art, Biology, Business, Chemistry, Distributive Education, Early Childhood, Earth and Space Science, Elementary, French, General Science, German, Health, Health and Physical Education, Home Economics, Industrial Arts, Italian, Language Arts, Latin, Mathematics, Middle School, Music, Physics, Physics and Mathematics, Russian, Secretarial, School Librarian, Social Studies, Spanish, Trade and Industrial. Certificates are issued in the following EDUCATIONAL SPECIALIST areas: Coordinator of Vocational Education, Dental Hygienist, Elementary Guidance, Home and School Visitor, Public School Nurse, School Psychologist, Secondary Guidance, Speech Correctionist.
- "Certificates may be issued for any SUPERVISORY area for which program approval has been granted by the Superintendent of Public Instruction." (Per Section 10-250 of the new regulations).
- Certificates are issued in the following ADMINISTRATIVE areas: Superintendent, Assistant Superintendent, Elementary Principal, Secondary Principal.
- Certificates are issued in the following SPECIALIZED areas (Section 10-224): Art, Health and Physical Education, Home Economics, Industrial Arts, Music.
18. Q. As a graduate of an institution that is not accredited by a professionally recognized regional accrediting agency, how can I get a teaching certificate in Pennsylvania?
- A. You must be accepted in a Commonwealth institution with an approved program and be recommended by that institution for a certificate.
19. Q. I am a graduate with a liberal arts degree. How could I be certificated as a beginning teacher?
- A. Refer to Sections 10-240 and 10-600 of the Certification Regulations.
20. Q. How do I get an Emergency Certificate?
- A. Refer to Section 10-600 of the Certification Regulations.
21. Q. How long may I teach with an Interim and Emergency Certificate?
- A. Refer to Sections 10-240 and 10-600 of the Certification Regulations.
22. Q. How does a person with out-of-state education or certification teach in Pennsylvania?
- A. Write directly to the:
Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

23. Q. Who is responsible for seeing that a teacher's certificate is made permanent?
- A. The teacher himself.
24. Q. Who is responsible for seeing that a teacher is properly certificated for his position?
- A. The county or district superintendent.
25. Q. To whom may I appeal if I feel aggrieved about a decision regarding my personal certification?
- A. The steps of appeal are:
1. The Bureau of Teacher Education
2. The Certification Review Committee of the DPI
3. The Superintendent of Public Instruction
26. Q. In qualifying individuals for the Permanent Certificate (Instructional II), what equivalent teaching experiences are recognized in place of teaching experiences in the public schools?
- A. None, currently, except in non-public schools where there is a direct purchase of service by the DPI.
27. Q. How may I qualify for an Instructional III certificate if I teach in an elementary school?
- A. Earn a Master's degree in Elementary Education.
28. Q. How may I qualify for an Instructional III certificate if I teach in a secondary school?
- A. Earn a Master's degree with concentration in a teaching field.
29. Q. What are the certification requirements for a substitute teacher?
- A. The requirements are the same as those for a full-time teacher.
30. Q. How may I get "in-service credits" recognized for certification purposes?
- A. You must provide evidence of completion of a program approved by the DPI.
31. Q. May I teach in the State of Pennsylvania if I am not a citizen of the United States?
- A. No, unless you are an exchange teacher, in which case you may teach for one year.
32. Q. What does teacher rating have to do with teacher certification?
- A. A teacher must have a rating of satisfactory or better for each of three years to qualify for a College Permanent (Instructional II) teacher certificate.
33. Q. May I have a teaching area removed from my certificate?
- A. Yes, by applying to:
Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126
34. Q. How may I acquire an additional certificate or an endorsement?
- A. You must complete an approved program in an appropriate area of study.
35. Q. Is there any disadvantage in my accepting a professional position which has no certification requirements as prescribed by law or regulation?

PROGRAM APPROVAL

- A. Yes, there is no tenure protection in the non-recognized position.
36. Q. *I was graduated from college and was issued a certificate, but I did not have enough teaching experience to make it permanent, and it has since expired. What is my certification status now?*
- A. Cases of this type require individual consideration. Request reinstatement by writing directly to the:
- Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126
37. Q. *Where may I secure a list of Pennsylvania colleges with approved programs?*
- A. Write directly to the:
- Bureau of Teacher Education
Division of Teacher Certification
Department of Public Instruction
Harrisburg, Pennsylvania 17126

"Program Approval" was initiated by the Department of Public Instruction during the year 1962-63. This significant procedure serves many purposes. Program Approval is a systematic effort to improve teacher education programs. After an evaluation visit is made to an institution, those programs that are identified as being of high quality are granted Program Approval status. Conditions are also set, which when carried out, will result in Program Approval for the other programs. The net effect, ideally, is to bring about desirable changes in teacher preparation. Instead of depending upon non-professionals in Harrisburg counting credits on transcripts to determine whether a person is qualified to teach, a team of professionals, competent in particular fields, visits an institution, collects much information, and makes pertinent observations and recommendations to the Bureau of Teacher Education.

Program Approval is a procedure by which professionals can make determinations of sound departures from the certification regulations. By recognizing the programs that have an acceptable rationale for not adhering to certification regulations, the State provides an opportunity for flexibility without eroding standards for the professional education of teachers.

Program Approval is an improvement over transcript analysis because it is organic rather than mechanical in its approach to certification. Whereas transcript analysis merely assesses quantity, Program Approval attempts to make a determination of the quality of the total program that leads to a particular teaching certificate, including student personnel, general education, professional education, and student teaching. Each of these program components is explored in some depth as concerns objectives, organization and administration, faculty, curriculum, resources, and student achievement. Transcript analysis, of course, cannot possibly consider all of these elements.

The Program Approval visit provides opportunities for valuable in-service education of the professionals who are directly or indirectly involved in teacher education. The experience of visiting a teacher-preparing institution, analyzing all elements of its teacher education programs, and exchanging ideas with other educators, is of great value to members of the visiting teams, to the personnel at the institution preparing for the evaluation, and to the institution from which the visiting team members come. As a result of the visits to teacher-preparing institutions in Pennsylvania, of the ensuing reports, and of the follow-up visits by Department of Public Instruction personnel, many constructive changes have been made in curricula, faculty, facilities, and relationships between the academic and professional personnel in the colleges. Many of the most valuable outcomes of the visit are mere by-products and thus have never been measured or evaluated.

Under the Program Approval approach to teacher certification, a graduate of an approved program, whom the college recommends as having successfully demonstrated competency in teaching, will automati-

cally be issued a teaching certificate by the Superintendent of Public Instruction. A graduate of a provisionally approved or non-approved program must present a transcript of studies completed to the Bureau of Teacher Education.

ARTICLE XII

CERTIFICATION OF TEACHERS

NOTE: For other provisions relating to the certification of teachers see Sections 2831 to 2838.

Section 1201. Certificates Qualifying Persons to Teach. Only those persons holding one of the following certificates shall be qualified to teach in the public schools of this Commonwealth: (1) Permanent college certificate, (2) provisional college certificate, (3) normal school diploma, (4) normal school certificate, (5) special permanent certificate, (6) special temporary certificate, (7) permanent State certificate, (8) certificates which are permanent licenses to teach by virtue of the provisions of section one thousand three hundred eight of the act, ap-

proved the eighteenth day of May, one thousand nine hundred eleven (Pamphlet Laws 309), as amended, which is repealed hereby, or (9) such other kinds of certificates as are issued under the standards prescribed by the State Board of Education. The State Board of Education shall also provide for issuance of certificates by county or district superintendents to meet such emergencies or shortage of teachers as may occur. (Amended October 21, 1965. P.L. 601.)

Section 1202. State Certificates. State certificates shall be issued as herein provided. Each such certificate shall set forth the branches which its holder is entitled to teach. No teacher shall teach, in any public school, any branch which he has not been properly certificated to teach.

A certificate to teach shall not be granted or issued to any person not a citizen of the United States, except in the case of exchange teachers not permanently employed and teachers employed for the purpose of teaching foreign languages.

In the case of a resident foreign national holding an immigrant visa who has declared, in writing, to the Department of Public Instruction the intention of becoming a citizen of the United States, such person shall be eligible for a provisional college certificate. (Last paragraph added December 21, 1967, Act No. 387.)

Section 1203. Kinds of State Certificates. State certificates hereafter granted shall include the following:

- Provisional College Certificates,
- Permanent College Certificates,
- Certificates issued by other states and validated by the Superintendent of Public Instruction,
- Special Temporary Certificates,
- Special Permanent Certificates.

All persons receiving any of such certificates shall have qualifications not less than graduation from a State Teachers College of this Commonwealth, or equivalent training.

Every college certificate shall set forth the name of the college or university from which its holder was graduated. State certificates shall entitle their holders to teach in every part of this Commonwealth for the terms herein specified.

Section 1204. Granting Provisional College Certificates. The Superintendent of Public Instruction may grant a provisional college certificate to every person who presents to him satisfactory evidence of good moral character, and of being a graduate of an approved college or university, who has completed such work in education as may be required by the standards of the State Board of Education, and to every person who presents to him satisfactory evidence of good moral character; and of being a graduate in music, with the degree of bachelor of music of an approved college or university, who has during such musical course completed the prescribed number of hours of professional studies, which certificate shall entitle him to teach for three annual school terms and may be renewed for one additional three-year period in accordance with standards to be established by the State Board of Education. (Amended October 21, 1965, P.L. 601.)

Section 1205. Issuing Permanent College Certificates. The Superintendent of Public Instruction shall issue a permanent college certificate to every graduate of a college or university approved by the State Board of Education, and of such departments therein as are approved by him, when such graduate furnishes satisfactory evidence of good moral character and successful experience of three years' teaching on a provisional college certificate in the public schools of this Commonwealth, in private institutions from which the Department of Public Instruction purchases services on a tuition basis, and in state-aided and state-owned secondary schools, and has completed such work in education as may be approved by the State Board of Education. Such work in education shall not exceed that required as of the time of graduation of such graduates from colleges or universities approved by the State Board of Education. Such certificate shall entitle its holder to teach without further examination. (Amended January 25, 1966, P.L. 1568.)

Section 1206. Certificates Issued by Other States. The Superintendent of Public Instruction may validate in this Commonwealth teachers' certificates issued by other states, or by the State normal schools or colleges of other states, whose requirements are equivalent to those of this Commonwealth. Such validation of certificates may be revoked by the Superintendent of Public Instruction at any time.

Section 1207. Special Temporary or Permanent Certificates. The Superintendent of Public Instruction shall provide for special examinations, and for temporary or permanent certificates, for teachers of kindergartens, drawing, vocal music, manual training, physical training and other special branches.

The Superintendent of Public Instruction may issue temporary or permanent certificates for the teaching of such special subjects to graduates of approved special schools of such subjects, under such conditions as he may make.

Section 1208. Summer Schools, etc. The State Board of Education shall provide for summer schools in State colleges, colleges, universities and other educational institutions, and for extension courses and correspondence courses for all teachers employed in the public school systems of the Commonwealth who wish to acquire the minimum qualifications prescribed herein, or such further qualifications as may be desirable. (Amended October 21, 1965, P.L. 601.)

Section 1209. Disqualifications. No teacher's certificate shall be granted to any person who has not submitted, upon a blank furnished by the Superintendent of Public Instruction, a certificate from a physician legally qualified to practice medicine in this Commonwealth, or in any other state or the District of Columbia, setting forth that said applicant is neither mentally nor physically disqualified, by reason of tuberculosis or any other communicable disease or by reason of mental disorder from successful performance of the duties of a teacher; nor to any person who has not a good moral character, or who is in the habit of using opium or other narcotic drugs in any form, or any intoxicating drink as a beverage, or to any applicant who has a major physical disability

or defect unless such a person submits a certificate signed by an official of the college or university from which he was graduated or of an appropriate rehabilitation agency, certifying that in the opinion of such official the applicant, by his work and activities, demonstrated that he is sufficiently adjusted, trained and motivated to perform the duties of a teacher, notwithstanding his impediment. (Amended April 15, 1959, P.L. 41, and June 24, 1959, P.L. 485.)

Section 1210. Existing Certificates. All teachers' certificates in force in this Commonwealth at the time this act goes into effect shall continue in full force and effect, subject to all the terms and conditions under which they were issued, until they expire by virtue of their own limitations, unless they are sooner annulled for the reason and in the manner herein provided.

State Normal School certificates heretofore issued by the State Normal Schools of this Commonwealth shall entitle their holders to teach for two annual school terms.

Diplomas heretofore issued by the State Normal Schools of this Commonwealth shall entitle their holders to teach without further examination.

Section 1211. Annulment of Certificates. All State certificates or endorsements of the certificates of other states may be annulled by the Superintendent of Public Instruction for incompetency, cruelty, negligence, immorality or intemperance, after hearing, of which reasonable notice in writing must be given to the parties interested.

Section 1212. Registration and Record of Certificates. Before entering upon the work of teaching, every holder of a permanent, special or State certificate, of any kind, shall present it, for registration, to the proper superintendent, who shall record its kind, number, and date of issue, together with the branches which it covers. Whenever new branches are added to any certificate, these shall be added to the record upon presentation of said certificate to the superintendent.

Every county and district superintendent shall keep, in a book provided for that purpose, at the expense of the State, an accurate record of all valid certificates held by the teachers of the schools within his jurisdiction.

(b) Certification of Teachers

Section 2831. Registration of Qualified Teachers. The Department of Public Instruction shall provide for the registration of persons qualified to teach in elementary and secondary schools of this Commonwealth which are accredited by the Department of Public Instruction as conforming to the official standards promulgated by the State Board of Education. (Section 1, Act of May 29, 1931, P.L. 210; amended August 13, 1963, P.L. 689.)

Section 2832. Powers and Duties of Department of Public Instruction. The Department of Public Instruction shall have the power, and its duty shall be:

(a) To provide for and to regulate the certificates and the registration of persons qualified to teach in such schools;

(b) To certify as qualified to practice the art of teaching in such schools any applicant eighteen (18) years of age, of good moral character, not addicted to the use of intoxicating liquor or narcotic drugs, and who has graduated from a college, university or institution of learning approved as herein provided, and who has completed such professional preparation for teaching as may be prescribed by the State Board of Education, and to register such person upon such proof as the State Board of Education may require that such applicant possess such qualifications. (Amended August 13, 1963, P.L. 689.)

(c) To make permanent such certificate and/or registration upon evidence of such teaching experience and such additional preparation as the State Board of Education may by rule require in such schools. (Amended August 13, 1963, P.L. 689.)

(d) To provide for and regulate limited and permanent registration of such certificates to teach, or certificates of registration to teach, as may be approved by the council;

(e) To accept and endorse or approve for registration certificates to teach, or certificates of registration to teach, issued by other states, countries, and bodies, upon the payment of such fee for registration in this Commonwealth as may be fixed: Provided, that the standards of such other state or country as adopted by such body are approved by the State Board of Education as equal to the standards of this Commonwealth. (Amended August 13, 1963, P.L. 689.)

(f) To keep a record, and it shall be the duty of the department so to do, of every certificate issued, modified, suspended, revoked or reinstated, and registration thereof made by or with the department, and to prescribe the form of such record;

(g) To investigate and to determine the acceptability of colleges, universities and institutions of learning of this Commonwealth, and of other states and countries, issuing credentials, diplomas or degrees to persons who may desire to be registered to teach in such schools of this Commonwealth. To approve such colleges, universities, and institutions of learning as are deemed by it to be acceptable, to revoke its approval of such as shall fail to maintain the required standards, and to compile and publish, annually, a registry of such approved colleges, universities and institutions of learning;

(h) To prescribe the professional title or other designation which a registrant may use in connection with his or her name in the practice of the art of teaching, to regulate the use thereof and prohibit its use by nonregistrants and to prosecute persons who illegally use such title or designation;

(i) To investigate any violation of this act or application for reinstatement of certificate or registration and to conduct hearings and to discipline or prosecute such violations; and

(j) To suspend and revoke the certificate and/or registration of any person found guilty upon hearings of immorality, incompetency, intemperance, habitual use of drugs or narcotics, cruelty, negligence or for violation of any provision of this act, and to suspend the certificate and/or registration of any person

indicted for a crime or misdemeanor involving moral turpitude or as a drug addict whenever a certified copy of such indictment shall have been filed with the Department of Public Instruction and to revoke the same upon conviction thereof whenever a certified copy of the verdict or judgment or sentence of the court shall have been filed with the Department of Public Instruction, and to reinstate such certificate and/or registration in any case where, after hearing, the Department of Public Instruction shall deem the same just and proper.

(Section 2, Act of May 29, 1931, P.L. 210; subsections (g), (h), (i), and (j) added August 13, 1963, P.L. 689.)

Section 2833. Powers and Duties of State Board of Education. The State Board of Education shall have the power, and its duty shall be:

(a) To adopt and promulgate rules and regulations not inconsistent herewith for the execution and administration of this act;

(b) To establish and promulgate standards of preliminary and professional education and training for teachers in such schools;

Subsections (c), (d), (e) and (f) repealed August 13, 1963, P.L. 689.)

(g) To submit annually to the Department of Public Instruction an estimate of the financial requirements of the board for administrative expenses.

(Section 3, Act of May 29, 1931, P.L. 210; amended August 13, 1963, P.L. 689.)

Section 2834. Revocation or Suspension of Registration. Before any certificate to teach and/or registration of a certificate under this act is suspended or revoked by the department, except as otherwise herein provided, the holder thereof shall be furnished with a written copy of the complaint made against him or her and have an opportunity to be heard personally and by counsel. At least ten (10) days' written notice of the time and place of such hearing shall be given such registrant, by registered mail addressed to his or her post office address as shown on the registration docket or other record. Any person aggrieved by the action of the department in suspending or revoking any certificate and/or any registration may appeal from such order of the department to the court of common pleas of Dauphin County. Appeals from order suspending or revoking a certificate and/or registration shall be taken within thirty (30) days after entry of such order, of which action immediate notice shall be given the registrant by registered mail. Such appeal shall not act as a supersedeas. The court shall fix a time and place at which the appeal shall be heard by the court. At the hearing of the appeal, the court shall, upon the record certified to it, determine whether or not the order appealed from is reasonable and in conformity with law. The order shall be prima facie evidence of the reasonableness thereof and the burden of proving the contrary shall be on the appellant. The court may sustain or dismiss the appeal and its action shall be final. (Section 4, Act of May 29, 1931, P.L. 210; amended August 13, 1963, P.L. 689.)

Section 2835. Records; Copies of Evidence. The records of the State Board of Education and of the

Department of Public Instruction, authorized and maintained under this act, shall be public and open to inspection during business hours. Copies thereof, duly certified by the Superintendent of Public Instruction, shall be received in evidence in all courts and elsewhere. (Section 5, Act of May 29, 1931, P.L. 210; amended August 13, 1963, P.L. 689.)

Section 2836. Fees. All fees required to be collected under the provisions of this act shall be received by the Department of Public Instruction and by it paid, through the Department of Revenue, into the State Treasury for the use of the Commonwealth. (Section 6, Act of May 29, 1931, P.L. 210.)

Section 2837. Certificates Under Prior Laws. Any person now holding a provisional professional, a permanent State certificate, a State normal school certificate, a State normal school diploma, a provisional college certificate, a permanent college certificate, a temporary or permanent certificate for teachers of kindergartens, drawing, vocal music, mechanical drawing, physical training, and other special branches, issued by the Superintendent of Public Instruction of this Commonwealth, a special temporary certificate, a special permanent certificate, a standard temporary certificate, a standard permanent certificate issued by the Department of Public Instruction as provided by law shall hereafter continue to possess the same rights and privileges with respect to the practice of the art of teaching as heretofore, and may register such certificate under the provisions of this act within two years from the date of the approval of this act, subject, however, to the right of the department to suspend or revoke such registration for causes set forth in this act, and subject to the right of said department to require such person to register limited certificates annually as in this act provided. (Section 7, Act of May 29, 1931, P.L. 210; amended August 13, 1963, P.L. 689.)

Section 2838. Violations; Penalties. It is unlawful for any person within this Commonwealth to assume or use the professional title or other designation which any registrant may use in connection with his or her name in the practice of the art of teaching, which may be prescribed in accordance with this act, unless he or she has a legal and valid certificate of registration issued under this act, or to forge any such certificate of registration, or alter any certificate of registration so issued.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall, for a first offense, be sentenced to pay a fine not exceeding five hundred dollars (\$500.00) or to suffer imprisonment not exceeding six (6) months, or both, at the discretion of the court; and, upon conviction of a second or subsequent offense, shall be sentenced to pay a fine of not less than five hundred dollars (\$500.00) or more than one thousand dollars (\$1,000.00), and to suffer imprisonment for a term of not less than six (6) months or more than one (1) year. (Section 8, Act of May 29, 1931, P.L. 210.)

NOTE: Section 698 of the Penal Code of June 24, 1939, P.L. 872, prescribes penalties for fraud in seeking registration with the Department of Public Instruction.

OFFICERS

DR. HELEN D. WISE
PRESIDENT

JOSEPH J. STANDA
VICE PRESIDENT

DAVID KIRKPATRICK
PRESIDENT ELECT

ROBERT E. PHELPS
EXECUTIVE SECRETARY